

VOLUNTEER OPPORTUNITIES

The Smoky Hill River Festival requires many volunteers on many different scales. Committee volunteers work with coordinators throughout the year and meet several times to plan and execute various parts of Festival and typically require several hundred hours of service annually. Volunteers run areas of Festival for short shifts usually several hours in length. **To volunteer, please e-mail sah@salina.org with your name, address, phone number and area of interest.**

General Requirements

- Volunteer shifts typically last a couple of hours
- Committee service requires a larger time commitment both during Festival and through the year.
- Work takes place outside in a variety of temperatures and working conditions.
- Good listening and communication skills
- Ability to work in a variety of environments individually or in small groups.
- **NOTE: all Festival committee and volunteer 12 years and older purchase their own button.**

AMBASSADORS

Provide direct hospitality to artists in the Art and Craft Show and Art Demo Area

Committee (17 current members / 4 openings)

- Committee operates a phone bank in April to help recruit the 120 shift volunteers
- On-site, the Committee sets up and organize on Thursday of Festival week the Ambassadors work yard and RV for daily hospitality operations Friday through Sunday.
- Each Committee member works one 4.5 to five-hour supervisory shift and fills in for shifts as needed.
- The team supervises shifts of two-hour volunteers while maintaining a safe and organized “outdoor café” for Show artists and their Committees.
- Committee leaders must have a solid working knowledge of Festival grounds and its many components and an appreciation for high guest-service standards.
- Participate in post-Festival evaluation meeting

Volunteers (120 openings annually)

- Work one or more two-hour shifts to provide at-booth beverages and restroom breaks to the Festival’s 130+ exhibiting artists.
- Must have an average overall physical condition to work outside, able to do light lifting and carrying.
- Volunteers are welcome to work as couples, as a family or as a corporate team within any given two-hour shift.
- Individuals that enjoy organizing behind the scenes or who are comfortable meeting and helping out-of-town guests will enjoy this job.

ARTYOPOLIS

Select, organize and prepare art activities for children

Committee (6 current members / 4 openings)

- Assists with pre-Festival selection of Games booths for Game Street, art activities for Creation Crossing and volunteer recruitment.
- During Festival, each committee member serves one to two shifts to supervise check in and assignment of volunteers, provide refreshments, answer questions and oversee supply replenishment.
- Participate in post-Festival evaluation meeting

Volunteers (250 Openings annually)

- Serve in two-hour shifts.
- Help children in assemble art projects
- Refill craft supplies
- Individuals, families, church groups, sororities/fraternities, sports teams, hobby clubs, employee/business sponsors, etc., are welcome to volunteer

ENTERTAINMENT

Assist with selection and administration of Festival entertainment; onsite artist hospitality, hotel transportation and performance evaluations.

Committee (7 current members/ 1 opening)

- Work closely with Festival staff to identify potential musicians/acts for the Festival
- Make recommendations about performer scheduling
- Help allocate the Festival Entertainment budget.
- Review electronic press kits, videos, cds, and other artist materials in search for Festival entertainment.
- Participate in post-Festival evaluation meeting

FOOD

Assist with food-vendor selection; act as liaison between vendors, staff, inspectors and the public on-site

Committee (7 current members/ 0 opening)

- Requires a minimum 1 year commitment
- Help define vendor application process (first meeting in October/November)
- Jury vendor applications in Mid-March
- Identify the Festival menu
- Coordinate committee schedules and other on-site details (in May meeting)
- Meet post-Festival to complete Food Quality Reports and identify future improvements

GATES

Provide first-encounter hospitality for Festival-goers

Gates Committee (3 current members/ 5 openings)

- Ability to work with committee members to recruit and coordinate approximately 200 volunteers
- Attend planning meetings
- Serve on-site for at least 16 hours over the four-day weekend to provide support and substitutes for shift volunteers
- Participate in post-Festival evaluation meeting

Gates Volunteers (200 Openings available annually)

- Serve in two-hour shifts.
- Provide first-encounter hospitality to Festival-goers
- Strong communication skills
- A heart for serving and welcoming others
- Ability to do basic calculations and assist with accurate reporting of admission button inventory and sales.
- Distribute programs and count guests entering the park.
- Flexibility in supervising and managing personal and logistical needs
- Work cooperatively with Festival staff and security

PARKING

Provide parking support for load-in of artists on Thursday

Committee (4 current members/ 6 openings)

- Work load-in only of Four Rivers Craft and Fine Art Show on Thursday
- Good interpersonal and customer service skills
- High comfort level with giving clear and firm directions to incoming artists

ART PATRON PROGRAM

Plan and coordinate Art Patron Party & promotions

Committee (7 current members/ 0 openings)

- Appreciation of art
- Good interpersonal and organizational skills
- Provide administrative support to Visual Arts Coordinator for administration of the annual party
- Promote and facilitate the Art Patron program
- Identify prospective donors
- Assist with administrative duties, marketing and promotion by helping to create and distribute Art Patron packets.
- Provide on-site service and support at the Art Patron Party
- Participate in post-Festival evaluation meeting

FINE ART

Support administration of the Fine Art area

Committee (5 current members/ 9 openings)

- Estimated time commitment of 12-16 hours over Festival weekend
- Good interpersonal and customer-service skills
- Ability to work individually and as a team
- Ability to lift up to 50 pounds.
- Perform on-site administrative duties
- Distribute check-in packets upon artist arrival
- Answer questions and meet needs beyond hospitality
- Provide hospitality, and basic logistical and technical support to artists throughout the show
- Host artist continental breakfast on Sunday
- Participate in post-Festival evaluation meeting

FOUR RIVERS CRAFT

Support administration of the Four Rivers Craft area

Committee (13 current members/ 0 openings)

- Estimated time commitment of 12-16 hours over Festival weekend
- Good interpersonal and customer service skills
- Ability to work individually and as a team
- Ability to lift up to 50 pounds
- Perform on-site administrative duties
- Distribute check-in packets upon artist arrival
- Answer questions and meet needs beyond hospitality services
- Provide hospitality and basic logistic and technical support to artists throughout the show
- Host artists continental breakfast on Sunday
- Participate in post-Festival evaluation meeting

ART/CRAFT DEMONSTRATION

Support administration of the Art/Craft Demonstration Area

Committee (6 current members/ 4 openings)

- Estimated time commitment of 12-16 hours over Festival weekend
- Good interpersonal and customer-service skills
- Ability to work individually and as a team
- Ability to lift up to 50 pounds.
- Perform on-site administrative duties
- Hand out check-in packets upon artists arrival
- Answer questions and meet needs beyond hospitality
- Provide basic hospitality and logistical and technical support to demonstrators throughout the Show
- Provide hospitality to demonstrators throughout Festival weekend, from load-in to load-out.
- Artist beverage and booth sitting support and distribute snack bags when needed
- Host artists continental breakfast on Sunday
- Participate in post-Festival evaluation meeting

HOSPITALITY

Recruit and staff the HQ trailer

Committee (2 current member/ 0 openings)

- Serve in designated three-hour shifts.
- Help recruit and staff the hospitality trailer over 4 days
- Any errand or purchases needed throughout Festival weekend
- Checking in with new volunteers.
- Help direct messages, volunteers, deliveries and performers

Volunteers (10 current members/ 0 openings)

- Serve in three-hour shifts
- First shift volunteers pick up donut order at Dillons
- Prepare coffee, stock snacks and pop/water coolers
- Prepare lemonade & water in Gott coolers for Artyopolis/Face Painting/Baby Station areas
- Answer the telephone
- Help committee & staff members with preparation of daily supplies
- Keep HQ clean and free of trash
- Keep snacks out and available (beginning Thursday evening – Sunday close)
- Organize performer transportation
- Direct volunteers, committees and supplies
- Support Festival staff, security, EMT, etc

OFFICE

Provide administrative support to office staff prior to Festival (March – June)

Volunteers (4 current members/ 1 opening)

- Assist with mailings; folding, labeling, stuffing and sealing
- Prepare Creative Crossing art activities
- Prepare onsite materials (fold brochures and schedules, highlight maps, prep bags, etc.)
- Make phone calls to confirm deliveries and RSVP's
- Prepare items for delivery and make deliveries
- Assemble Festival name badges

TECH TEAM

Skilled and unskilled labor to set-up and tear-down Festival

Volunteers

The following positions are currently available:

- Team Leader (4-5 current members/ 1 to 2 openings)
Skilled labor with above average knowledge of building and mechanical systems.
- Crew Member (15-30 current members/ multiple openings annually)
Work in team or individually as directed by the Tech Director or Team Leader on a variety of set-up and tear-down operations. Basic knowledge and use of hammers, wrenches, pliers, and screwdrivers is expected.
- Support Crew (10-15 current members/ multiple openings exist)
Assist crews with jobs and projects as needed. This might include minor lifting and does not require experience with tools or equipment.