

## 2014-2016 Vancouver Biennale Volunteer Special Events May 20, 2014 version

### **Purpose**

- Volunteers prepare Open House and Special event sites by setting up tables and banners before, and after the event. You help make the event run as smoothly as possible by greeting attendees, completing video release forms, managing the merchandise and information table, acting as mic runner and / or distributing flyers or other promotional material.

### **Location**

- Vancouver, North Vancouver, New Westminister and Squamish

### **Time Commitment**

- Approximately 4 hours per event, usually evenings or weekends
- Most special events happen between April and September

### **Skills**

- Physically able to perform light lifting and moving of tables, chairs, banners, and boxes
- Flexible approach and ability to multitask if the scope of the tasks change during the event
- Motivated team player who can work under own initiative and in collaboration with Vancouver Biennale staff and/or volunteers
- Enthusiasm for interacting with artists and the general public as an ambassador of the Biennale

### **Benefits**

- Opportunity to liaise with individuals of the international art community
- Work with a dynamic group of dedicated volunteers and staff
- Access to Biennale special events subject to availability

### **Dress Code**

- Appropriate for your activity and weather conditions