



2026 Fine Art Show and Sale Volunteer Role Descriptions

Our volunteer shifts are in 2-hour increments as shown below. Art show exhibitors must serve one shift for each display area they register for. If you are unable to fulfill a volunteer spot for personal reasons, you may request permission to have a substitute volunteer for you. Please clear this with Barry Lotenberg, and know you are responsible for finding your own substitute. Non-art club substitutes are eligible for limited volunteer positions that may be filled early in the registration process. Once approved, we will need the name of the person, his/her relation to you, their email, and cell phone number. Please understand all time slots must be filled, and they will be filled based on a first-come, first-served basis. Groups displaying together are responsible for one 2-hour shift per display table/area and are asked to supply names and contact information for those members taking a shift.

Friday night reception: 6 pm – 8 pm (hospitality volunteering does not count towards a participating artist's volunteer requirement)

Saturday and Sunday Sale: 10 am – 12 pm, 12 pm – 2 pm, and 2 pm – 4 pm

Job Descriptions

Greeter – One per shift (Two greeters will be needed for the Friday reception.)

Welcome visitors to the show and give visitors a show program. Keep a count of how many incoming visitors we have. If not already on our email list, please ask visitors to provide their name and email for notifications of future LOW Arts programs and events. Greeters will be asked to distribute important information about the raffle as well as a listing of artists. Friendliness and enthusiasm required!

Raffle Ticket Sales – Two per shift

One person stands at the raffle display, explains the 50/50 raffle, sells tickets for cash, and records the purchaser's name on a pre-numbered spreadsheet. The purchaser receives the one numbered stub to keep, and the other stub is placed in the raffle container. The second volunteer will be stationed near the cashiers to record and distribute raffle tickets sold at the cashier's station. The purchaser will get a receipt to take to the cash raffle table. There, the numbered raffle tickets will be provided and recorded.

Data Entry – Three per shift (except last shift of the afternoon and Sunday morning) – Training will be required

Using the display/price tag, enter the artist's name, item info, and price into the computer to generate the total for the cashier to collect. This is a very user-friendly program, and back-up is always available should there be a problem.

Cashier – Three per shift (except last shift of the afternoon) – Training will be required

Works with a Data Entry person to collect payment for purchases. Experienced leaders are available to assist during each shift.

Bagger – Two per shift

Wraps up and/or bags the purchases for customers.

There are more shifts than exhibiting artists can fill. To have a successful show we rely on the generosity of our non-exhibiting club members to volunteer their time. Some of our exhibiting artists choose to pick up more than one shift. Please know we appreciate all that you can do to help facilitate a successful show!