



2025 Fine Art Show and Sale Volunteer Role Descriptions

Our volunteer shifts are in 2-hour increments as shown below. Each art show exhibitor must serve in a volunteer position. If you are unable to fulfill a volunteer spot for personal reasons, you may request permission to have a substitute volunteer for you. You must clear this with Christy Rappoport and you must find your own substitute. Non-art club substitutes are only eligible to work at the bagger or greeter position. These positions are limited, and your request could be denied if there are no more openings. When asking to use a substitute, please provide the name of the person, his/her relation to you, the email and cell phone number, and which position and time spot they would prefer to work. 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

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

Job Descriptions

Greeter – One per shift

Welcome visitors to the show, gives visitors a show program. 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

Stand at the raffle ticket table, explain raffle, sell tickets for cash or direct shoppers to the Cashier's table to purchase tickets with credit card, and help people fill out the tickets to speed things along.

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

Using the display/price tag, enter artist's name, item info and price into 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 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 customer.

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 and 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.