

Volunteer Job Description

Organization	Creative Arts in the New England Center at Eastern States Exposition
Job Title	Creative Arts Exhibit Honor Guard
Duties & Responsibilities	The Creative Arts Exhibit Honor Guard is needed to oversee the exhibit area(s). Responsibilities include: Engaging and encouraging questions from the public, ensuring exhibit pieces are not handled & glass cases are not leaned on by the public,
Qualifications & Requirements	Adults & seniors who have a good knowledge of the various exhibits in the New England Center.
Lines of Communication	The Creative Arts Coordinator & Superintendent(s) will provide direction.
Orientation & Training	An orientation/training session will be conducted prior to this date in August as well as prior to your particular shift. First time volunteers should be prepared to arrive at least ½ hour prior to their first shift for instructions.
Time/Place of Work	A minimum 4 hour shift is required within the assigned exhibit area. The morning volunteers are asked to arrive at 9:30 to clean, straighten exhibits, dust to earn their lunch ticket to Moses. All volunteers will be allowed a 10 minute break coordinated by the superintendent. The 2-6 shift are entitled to a meal ticket to Moses that may be used after their shift. The 6-10 shift should plan on using their Moses ticket before arriving on duty at 6pm.
Benefits	Meal tickets will be provided for use at the Moses Dorm Cafeteria, as well as Admission and Parking to the fair.
Special Considerations	White cotton gloves, which are provided, may be required when handling some pieces. Good knowledge of the New England Center and specific craft area you are in to be able to answer any questions the public may have. The ability to walk or stand for the minimum 4 hour shift.
Satisfactions	The opportunity to work with, meet and talk with many people who share your love of the arts, as well as promote Creative Arts at The Big E.
Contact Information	Creative Arts Coordinator Eastern States Exposition 1305 Memorial Ave West Springfield, MA 01089 413-205-5015 FAX-413-205-5104 creativearts@thebige.com

Creative Arts Volunteer Form - 2011
(Please PRINT Clearly & Send in ENTIRE Form)

Name: _____ Home Phone: (____) _____

Address: _____ Work Phone: (____) _____

City, State & Zip Code: _____ Email: _____

Best time to reach you? _____

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**Admission and Parking are free for our Volunteers. We require a minimum of 4 hours Volunteer time. This form is to volunteer within the exhibit are. If you are interested in demonstrating, that is a separate form available online at [www.thebige.com/creativearts](http://www.thebige.com/creativearts). Please read the volunteer description to be sure you are aware of your responsibilities while volunteer within the Creative Arts display. Anyone volunteering 4(four) or more days will be provided a photo badge ID. Photo badge holders will be permitted on the employee shuttle.**

\_\_\_\_\_ Please mail my car and entry pass. \_\_\_\_\_ I will pick up my passes. Those receiving vouchers must make arrangements to pick up in the office and have their photo taken (after Labor Day). Please call ahead as this office is staffed part time. Please note that parking passes do not guarantee you a parking spot. Plan to arrive on the grounds early to allow for parking and walking time. Shuttle service will be posted on the website [www.thebige.com](http://www.thebige.com) in August.

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This form is not to be used for demonstrating time as this form is to be used to volunteer time to staff the exhibit area. Some areas and times are conducive to working on your project - so please bring something to work on if you desire. Please check-off dates/times you would like to Volunteer. List your first, second and third choice of dates/time. Unless you hear from us please consider your selected times as approved.

Fri. Sept. 16 10-2 ___ 11-3 ___ 2-6 ___ 3-7 ___ 6-10 ___
Sat. Sept. 17 10-2 ___ 11-3 ___ 2-6 ___ 3-7 ___ 6-10 ___
Sun. Sept. 18 10-2 ___ 11-3 ___ 2-6 ___ 3-7 ___ 6-10 ___
Mon. Sept. 19 10-2 ___ 11-3 ___ 2-6 ___ 3-7 ___ 6-10 ___
Tues. Sept. 20 10-2 ___ 11-3 ___ 2-6 ___ 3-7 ___ 6-10 ___
Wed. Sept. 21 10-2 ___ 11-3 ___ 2-6 ___ 3-7 ___ 6-10 ___
Thurs. Sept. 22 10-2 ___ 11-3 ___ 2-6 ___ 3-7 ___ 6-10 ___
Fri. Sept. 23 10-2 ___ 11-3 ___ 2-6 ___ 3-7 ___ 6-10 ___
Sat. Sept. 24 10-2 ___ 11-3 ___ 2-6 ___ 3-7 ___ 6-10 ___

Sun. Sept. 25 10-2 ___ 11-3 ___ 2-6 ___ 3-7 ___ 6-10 ___
Mon. Sept. 26 10-2 ___ 11-3 ___ 2-6 ___ 3-7 ___ 6-10 ___
Tues. Sept. 27 10-2 ___ 11-3 ___ 2-6 ___ 3-7 ___ 6-10 ___
Wed. Sept. 28 10-2 ___ 11-3 ___ 2-6 ___ 3-7 ___ 6-10 ___
Thurs. Sept. 29 10-2 ___ 11-3 ___ 2-6 ___ 3-7 ___ 6-10 ___
Fri. Sept. 30 10-2 ___ 11-3 ___ 2-6 ___ 3-7 ___ 6-10 ___
Sat. Oct 1 10-2 ___ 11-3 ___ 2-6 ___ 3-7 ___ 6-10 ___
Sun. Oct 2 10-2 ___ 11-3 ___ 2-6 ___ 3-7 ___ 6-10 ___

Mail or FAX to: Creative Arts c/o Eastern States Exposition 1305 Memorial Ave. W Springfield, MA 01089 ATTN: Creative Arts
FAX :(413) 205-5104 or email: creativearts@thebige.com.