

# IFAM International Folk Art Market

**The 16th International Folk Art Market | Santa Fe**

**July 12-14, 2019**

## **Volunteer Opportunities**

The success of the International Folk Art Market | Santa Fe is due, in large part, to its amazing volunteers, who provide their expertise, spirit of friendship, dedication, and resourcefulness to make this the largest and most successful folk art market of its kind.

From interpreters to cashiers, your work will impact and undoubtedly change the lives and home communities of our artists, while ensuring that visitors have extraordinary market experiences.

**Unless otherwise noted**, all shifts take place at Museum Hill in Santa Fe starting Friday, July 12-Sunday July 14.

**Albuquerque Airport Greeters** are the first to welcome artists at the Albuquerque Sunport in early July. They help collect luggage and assist artists in finding the shuttle to Santa Fe.

**Schedule Notes:** Shifts for this team take place Sunday, July 7-Thursday, July 11. Shifts are based on flight arrivals and may be scheduled as early as 10:00 a.m. and as late as 11:00 p.m. Because shifts are completed prior to the beginning of Market, you may opt to volunteer an additional shift during Market, or just attend the event as a guest.

**Team Notes:** All shifts for this team take place at the ABQ Sunport. Volunteers will need to provide their own transportation to the Sunport.

**Ambiance Decorating** volunteers turn Museum Hill into a colorful, bustling global marketplace starting about 3 weeks before Market.

**Schedule Notes:** Shifts for this team take place beginning in late June and extend a few days past Market. There are a few limited shifts during Market, allowing team members to volunteer in another area or attend the event as a guest. Full-day shifts (8-5) are preferable because of the training involved, but half-day shifts (8-12 and 1-5) are also available.

**Team Notes:** This team works primarily outdoors, requiring lifting 10 pounds, using a step-ladder, bending down, and reaching overhead.

**Artist Lunches** – These volunteers deliver lunches to artists during set-up on Friday and during Market on Saturday and Sunday.

**Team Notes:** Tasks for this team may include maneuvering through busy crowds to reach artists and deliver their box lunches.

**Artist Assistants** work directly with artists during the market, and have the opportunity to learn more about their respective cultures and their art work, while playing an integral role in having a successful Market experience.

**Team Notes:** Artist Assistants work closely with the artists, providing the broadest cultural experience. Work as an AA may be very busy, in a crowded booth, with numerous demands.

*\*Mandatory training is required for all Artist Assistants and is available in person or as video.*

**Artist Education** volunteers help set up and manage the conference and training sessions which provide business and marketing workshops, hands-on skill building, peer-to-peer learning, and long-term support for artists to help them improve their livelihoods and participate more effectively in the global marketplace.

**Schedule Notes:** This team volunteers for 1 day only – Thursday, July 11.

**Bike Valet** volunteers check in attendees bikes, guarding them while the owners attend the Folk Ark Market, and then returning the bike when the owner comes to pick it up.

**Schedule Notes:** This team works only on Saturday and Sunday of Market.

**Booth Set-Up** is for volunteers who would like to help the artists set up their booths prior to the opening of the Market.

**Schedule Notes:** This team works 1 shift only – 9a-1p on Friday, July 12.

**Team Notes:** Unless requested, booth set-up is not artist specific. We distribute the team among all artists as they need assistance.

\*If you are also volunteering as an Artist Assistant, you can sign up for this shift with the other Artist Assistant shifts.

**Booth Supplies** volunteers provide critical assistance to the Market by packing the supplies that are provided by the Market, and used by artists and artist assistants, to properly display and sell their art at the Market.

**Schedule Notes:** This team works a few shifts in May and June, preparing for the Market, then begin return shifts on Thursday, July 11 – Monday, July 15.

**Cashiers** are one of the most important volunteer roles at the market. Friendly cashiers will use electronic technology to deliver more streamlined check out for market shoppers and collect IFAA donations as part of the check-out process.

**Team Notes:** We welcome volunteers to this team who are comfortable handling money, working with electronic point-of-sale systems, and managing a large volume of transactions.

*\*Mandatory in-person training is required for all Cashiers.*

**Children's Passport Project** volunteer team helps children at the Market travel the world. From handing out "passport books," to assisting artist assistants with the correct "stamps," there are several ways these volunteers help awaken an awareness of the countries and cultures that exist in the world in the children who visit the Market.

**Schedule Notes:** This team volunteers for 1 day only – Sunday, July 14.

**Community Celebration** volunteers prepare for and conduct the Community Celebration – the kick-off event for the International Folk Art Market | Santa Fe. Tasks include setting up and decorating for the event in the downtown Santa Fe Plaza, then coordinate artist and student participants for the Artist Procession. They also perform crowd control for the procession route, ensuring safe and efficient passage for the artists to the Plaza. The Community Celebration is the artists' official public welcome to Santa Fe.

**Schedule Notes:** This team volunteers for 1 day only – Thursday, July 11.

**Dallas Artist Assistant** volunteers assist at the Dallas Collection Market in Dallas, TX. Please visit the [Dallas Volunteer Opportunities](#) page to access registration and learn more.

**Green Team** volunteers meet artists on Friday and Keep the Market Green by Promoting Recycling. We are the friendly faces the artisans meet as they are setting up and packing away their booths.

**Schedule Notes:** This team volunteers on Friday, July 12, Sunday, July 14 and Monday, July 15.

**Handyperson** volunteers help make the artists' booths retail-ready by hanging mirrors and delivering garment racks that these volunteers also help assemble. Duties might include attaching screws so artists can hang their work, moving tables and lifting boxes.

**Schedule Notes:** This team has volunteer shifts from Thursday, July 11 through Monday, July 15.

**Team Notes:** We ask these team members to bring a set of basic tools along for their shifts.

**Interpreters** provide language interpretation for artists during midweek training, International Folk Art Market panel discussions and demonstrations, and during the Market in their booth, all to help the artists tell their story and share information about their work and their culture. Learn more about Interpreter and Translator positions here: [Multi-Lingual Volunteers](#)

**Schedule Notes:** This team has volunteer shifts from Wednesday, July 10 through Monday, July 15.

**Market Hosts** volunteers greet visitors and provide basic directional information as they enter and leave the Market. When invited, these volunteers help provide information about who we are and what we do to change lives around the world.

**Team Notes:** This team will be working outdoors in the sun and standing for most of their shift.

**Market Signs** volunteers work before the Market to assemble and install signs, and after the Market to take down and inventory signs. The pre- and post-Market schedule means that nearly all of the Market signs volunteers will be able to shop or to volunteer for other positions during the Market. Many volunteers will be needed only during dedicated pre-Market weekend workdays. This team needs volunteers who are somewhat agile and relatively fit. Activity includes moving from station to station, climbing a step-ladder to attach signs (and later detach then), performing basic handiwork--tying knots, inserting signs into holders, etc. Minimal lifting. Most shifts will be inside a tent or under a roof; a few tasks may be done outdoors in the sun.

**Office Support** volunteers help with Market preparations. Tasks include phone calls, data entry, project assembly and a variety of other activities that may happen throughout the year and leading up to the Market.

**Schedule Notes:** This team does not work a set schedule. Email calls for assistance will be distributed as projects develop.

**Transportation Team** volunteers provide Market information and hospitality to guests as they load the attendee shuttles at our offsite load zones and parking lots.

**Team Notes:** This team works at the parking lots located at the Rail Runner South Capitol Station and the Lamy and PERA buildings.

**Volunteer Support** helps with a variety of tasks before Market, such as volunteer t-shirt distribution, trainings, and during Market at the Volunteer Check-In station. This is a great position for returning volunteers who would like to be able to sit during their shift.

**Water Team** volunteers help keep both artists and Market visitors hydrated by providing water at the Market's four free water kiosks. This is a great position for energetic and friendly people who like to work with others, and pride themselves on providing excellent customer service.

Questions about volunteering? Contact us at [volunteer@folkartmarket.org](mailto:volunteer@folkartmarket.org) or call (505) 992-7615 Monday-Friday, 9a-5p MT.