



# Volunteer Jobs

*Silpe Gallery, Hartford Art School (Unless another location is indicated)*

## Paperwork Check-in/Drop Days

*Volunteers need computer expertise*

**When:** Saturday 12/16/23

**Time:** 9:00 am – 3:00 pm, *Hartford Art School*

**WHAT TO DO:**

- Log in Submission Forms
  - Accept and log in payments
  - Attend Online Training
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## Artwork Jury Day

*Volunteers need computer expertise*

**When:** Saturday 1/6/24

**Time:** 8:00 am – 5:00 pm, *Hartford Art School*

**WHAT TO DO:**

- Facilitate/moderate jurying of images
  - Organize technology equipment as needed
  - Record jury results
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## Accepted Work Drop Off Days

**When:** Wednesday 1/10/24 and Thursday 1/11/24

**Time:** 3:15 – 7:45 pm, *Hartford Art School*

**WHAT TO DO:**

- Work with chairperson
- Check in schools
- Check in accepted work
- Organize and Place into media and award categories

*(Bring: mounting/matting materials, etc. to donate help those who can't afford matting/mounting materials.)*

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## Hang Show

**When:** Saturday 1/13/24 (Snow Day Sunday 1/14)

**Time:** 9:00 am – 5:00 pm, *Hartford Art School*

**WHAT TO DO:**

- Work Exhibit Designer
- Apply student identification labels to work
- Apply gold and silver key stickers
- Invite your best students and colleagues to help
- Working in teams to hang selected works

*(Bring: staplers, staples, tape, glue, white paper (18 x 24), matt knives, nails, hammer, pliers, etc.)*

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## Strike Show

**When:** Saturday 2/3/24

**Time:** 9:00 am – 12:00 pm, *Hartford Art School*

**WHAT TO DO:**

- Work with Scholastic's chair
  - Pull artworks *(Bring: staple removers, pliers, screwdrivers)*
  - Organize work by school
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## Artwork Pick-Up Days

**When:** Saturday 2/3, Sunday 2/4 Monday 2/5

**Time:** Saturday 12:00 – 5:00 pm (After Strike)  
Sunday 12:00 – 5:00 pm  
Monday 3:30 – 6:00 pm

**WHAT TO DO:**

- Monitor school pick up of artwork and certificates
- Oversee sign-off of each school pick up
- Assist teachers with issues
- Secure gallery at close of pick up

**To Sign Up To Help go to the Volunteer Sign-Up Form: <https://forms.gle/wMNC8KNJZFA1SKH56>  
For Questions Contact Andrea Haas – [ctartawards@gmail.com](mailto:ctartawards@gmail.com)**