



Volunteer Jobs

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

Paperwork Check-in/Drop Days

Volunteers need computer expertise

When: Saturday 12/18 9:00 am – 3:00 pm, *Silpe Gallery, 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

When: Saturday 1/8 (Virtual)^[11]_[SEP]

Time: 8:00 am – 5:00 pm

WHAT TO DO:

- Get released time from school
 - Organize technology equipment as needed
 - Facilitate/moderate jurying of images
 - Record jury results
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Accepted Work Drop Off Days

When: Wednesday 1/12 and Thursday 1/13

Time: 3:15 – 7:45 pm

WHAT TO DO:

- Work with chairperson
- Collect late fees
- Place into media and award categories
- Check in schools
- Check in accepted work
- Store boxing materials

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

Hang Show

When: Saturday 1/15 (Snow Day Sunday 1/116)

Time: 9:00 am – 5:00 pm

WHAT TO DO:

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

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

Strike Show

When: Saturday 2/5

Time: 9:00 am – 12:00 pm

WHAT TO DO:

- Work with Scholastic's chair
 - Organize work by school
 - Pull artworks *(Bring: staple removers, pliers, screwdrivers)*
 - Box up artwork in school boxes and organize
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Artwork Pick-Up Days

When: Saturday 2/5, Sunday 2/6, Monday 27

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
- Assist teachers with problems
- Oversee sign-off of each school pick up
- Secure gallery at close of pick up

**To Sign Up To Help go to the Volunteer Sign-Up Form: <https://goo.gl/forms/dITTq7nWN5bRr8Ek2>
For Questions Contact Andrea Haas – ctartawards@gmail.com**