

It takes many hands to make the Sauder Village Rug Hooking Week a success. We need volunteers in different areas throughout the week. Are you interested in helping?

- Read the list of opportunities and requirements below before signing up for a shift.
- Go to <https://www.signupgenius.com/go/10C084DABAA29AAF4C25-57328326-rughooking> to register.
- **Note:** Depending on scheduling and staffing needs, we may reach out to you to change your volunteer request to a different area. ***We appreciate your flexibility!***

Volunteer opportunities, day(s) and times: Please read through this list carefully to make sure you know what is expected of each position before you sign up to help.

Monday August 10, 9:00 am – 5:00 pm Exhibit Hanging; 15 volunteers needed.

You will work with our curatorial team to hang the rugs in the exhibit.

Responsibilities include:

- Following the exhibit floor plan to hang the exhibit
- Hanging the rugs securely, carefully and properly to both protect the rugs and show them to their best advantage.

Skills Required:

- Ability to follow a floor plan.
- Must be comfortable climbing up and down step ladders.
- Lifting rugs while hanging (up to 20 lbs.)
- Previous Rug Hanging Experience a plus!

Monday August 10 – 12:30 pm – 5:00 pm Exhibit Check-in; 10-12 volunteers needed.

You will assist with the check-in of rugs for the exhibit. **Responsibilities include:**

- Carefully reviewing and confirming details of each rug with registration information
- Recording each entry
- Attaching claim tickets and exhibit tags correctly to each rug

- Interacting with exhibitors who are dropping off rugs.
- Taking rugs to correct spots/category locations in the Exhibit Hall

Skills required:

- Attention to detail.
- Ability to work quickly and efficiently in a busy environment.
- Great customer service skills

**Tuesday August 11 – Saturday August 15, 8:00 AM – 12:30 and 12:30 – 4:00 each day
Information/Student Check-in Table, Heritage Inn. 1 volunteer for each shift.**

You will be manning the information table in the lobby of the Heritage Inn.

Responsibilities include:

- Checking in students for classes and giving them the correct packets of information, name badges and other items.
- Directing students to the proper locations of their classes.
- Answering questions about the schedule, classes and exhibit.
- Collecting evaluations from students

Skills Required:

- Must be detail oriented.
- Able to work quickly and efficiently.
- Must have great customer service skills and enjoy working with the public.

Wednesday – Saturday August 12 – 15, 10:00 am – 1:00 pm and 1:00 pm – 5:00 pm
Hooking/Punching/Braiding Demonstrations 1 – 2 volunteers needed each shift.

You will be demonstrating on the exhibit floor in Founder's Hall along with talking with guests and answering their questions about what you are doing.

Responsibilities include:

- Demonstrating one of the techniques
- Interacting with guests including answering questions and if possible, giving them an opportunity to try their hands at the technique.
- Helping keep an eye on the exhibit as part of our security efforts.

Skills required:

- Proficiency in one of the related rug hooking techniques.
- Customer Service Skills
- Must have your own project and supplies that can fit easily into a small space. Note: There is no room for cutters or project layout that requires a table.

Wednesday August 12 – Saturday August 15, 10:00 AM – 5:00 PM, Information Table
Ambassador, Founder's Hall (2 volunteers each day)

You are the main point of information on the exhibit floor. **Responsibilities include:**

- Welcome guests to the show and provide general overview of Rug Hooking Week.
- Provide information about the exhibits, location of group exhibits, vendors and teachers.
- Encourage voting for People's Choice Award.
- Handle last minute registrations for specific openings in gallery talks or classes.
- Handle money for class registrations.
- Share general information about Sauder Village.

Skills Required:

- Must become familiar with the layout of the show.



- Must be outgoing and enjoy working with and talking with people.
- Must be able to handle questions and sometimes concerns from guests and exhibitors.
- Excellent customer service skills
- Must be comfortable handling money.

Saturday August 15, 4:30 – 7:00 PM Exhibit Take Down and Rug Pick Up 15 volunteers needed.

You will be taking down the exhibit and assisting with rug pick up. **Responsibilities include:**

- Working with the curatorial team to carefully and efficiently take down the rug exhibit.
- Organize the rugs for efficient pick up.
- Assist owners in locating and retrieving their rugs.
- Carefully and methodically check all rugs out including matching claim tickets and recording pick up information on master lists.

Skills required:

- Able to climb step ladders and handle rugs up to 20 pounds.
- Must work efficiently with a team.
- Must be detailed oriented.
- Must be able to work quickly, carefully and efficiently to ensure the safe return of the rugs to their owners.
- Must be able to work in a highly busy environment.