

# The Contemporary Dayton Annual Art Auction April 24, 2020 Volunteer Overview & Application



## Overview of Event

The Annual Art Auction is one of Dayton's top 20 charity events of the year with over 700 art-lovers in attendance helping us raise over \$110,000 for education and public programs.

## Annual Art Auction

Friday, April 24, 2020

at Sinclair's Ponitz Center (Building 12)

Complimentary parking in the Sinclair Garage, enter on SOUTH side

Doors open	6 p.m.
Event	6:30-10:30 p.m.
Artist Awards & Live Auction:	8:00-9:15 p.m.
Raffle Drawing:	9:45 p.m.

## Volunteer Perks

- 1 admission to event (additional admissions at [thecontemporarydayton.org/events-and-programs/annual-art-auction/](http://thecontemporarydayton.org/events-and-programs/annual-art-auction/))
- Complimentary family-style dinner prior to event
- Represent The Co at one of Dayton's signature art events

## Mandatory Volunteer and Special Training **April 14, 5:30 p.m.**

**ALL** Volunteers **MUST ATTEND** a Mandatory Auction Orientation + Training

5:30-6 p.m.	Welcome + Refreshments
6-6:20p.m.	Event Orientation (ALL)
6:30-7:30 p.m.	Special Training (SELECT GROUPS)*

## Volunteer Positions

- Load-In & Set-Up Volunteer** / Wed-Thu, Apr 22-23 / Shifts: 4 hours between 9a.m.-6 p.m.

— **Captain: Patrick Mauk, Gallery Manager**

Responsible for packing, lifting, loading and unloading easels, artwork, temporary walls, other supplies. Must be strong + willing to lift. (Need 10+)

- Check-In & Check-Out Volunteer** / 5-10:30 p.m. (seated) + Special Training\*

— **Captain: Lauren Gleason, BookKeeper**

Responsible for manning check-in and check-out table. Must be comfortable dealing with the public, simple math, handling cash + credit cards. (Need 6)

- Welcome/Orientation Volunteer** / Shift: 6-8 p.m.

— **Captain: OPEN**

Welcome guests from NORTH (2) & SOUTH (2) sides garages. (Need 4)

- Silent Auction Monitors** / 1st Shift: 5:45 – 8 p.m. / 2nd Shift: 8 – 10:15 p.m. + Special Training\*

— **Captains: Heather Hime & Barb Claudepierre**

Responsible for monitoring the silent auction art and assist with bidding. (Need 18 per shift)

- Live Auction Art Handlers** / Shift: 7:30-9:30 p.m.

— **Captains: Kurt & Elizabeth Horner**

Responsible for carrying and showing artwork to Live Auction audience. (Need 4-6)

- Art Runners & Breakdown** / Shift: 7:30-10:30 p.m.

— **Captain: Dave Hime;** ---- (Breakdown: Patrick Mauk)

Responsible for removing artwork from easels at designated section closing times and walking them to packing. Also responsible for breaking down event at end of evening, packing, and organizing for Monday pick-up. (Need 10+)

- Art Packers & Breakdown** / Shift: 8:30-11 p.m.

— **Captain: Colin Gleason** ---- (Breakdown: Patrick Mauk)

Responsible for packing artwork. Also responsible for breaking down event at end of evening, packing, and organizing for Monday pick-up. (Need 10+)

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**Event Rules**

- We ask that all volunteers wear all black – slacks, top, jacket, dress, skirt – all will work. Please wear comfortable shoes - we will all be on our feet for the duration of the event.
- Please plan on attending Family Dinner – it will be delicious and hearty and we would rather you not eat or drink during your volunteer shift.
- If you cannot attend Family Dinner, there will be no other breaks, so please plan accordingly.
- We ask that all volunteers not drink alcoholic beverages prior to or during their shift.
- We also ask that you not leave your post or bid on artwork during your shift. You may review the artwork and bid before or after your shift – or you can assign a friend or spouse to bid for you.

**Event Timeline**

- March 31: Deadline for Volunteer Applications (New Volunteers will be scheduled for an interview)
- April 3, 6-8 p.m.: Auction Preview Opening Reception, The Co
- April 14, 5:30-7:30 p.m.: Mandatory Orientation + Training at The Co
- April 22, 10 a.m.-6 p.m.: Packing & Load-In, The Co & Sinclair's Ponitz Center
- April 23, 10 a.m.-6 p.m.: Load-in / Set-up, Ponitz Center
- April 24: Event Day, Ponitz Center
  - 4:30-5:30 p.m. — Volunteer Pre-Event Dinner & Nametag Pick-up (located near packing area)
  - 6 p.m. — Registration Opens
  - 6-6:30 p.m. — Bronze Sponsors + Above Buy It Now Champagne Tour with the Director
  - 6:30 - 10 p.m. — Silent Auction (all items in silent auction mode)
  - 8 p.m. — Check Out Opens
  - 8 - 9:15 p.m. — Live Auction; the 1<sup>st</sup> Silent Auction will close 15 minutes after the close of the Live Auction, roughly 9:30 p.m.
  - 8 p.m. — Live items begin being pulled from easels and taken to packing
  - 9:30 p.m. — 1<sup>st</sup> Silent Auction closes; move Raffle Hopper to great hall stage
  - 9:45 p.m. — 2<sup>nd</sup> Silent Auction closes; Pick-up opens; Raffle Drawing
  - 10 p.m. — 3<sup>rd</sup> Silent Auction Closes
  - 10:15 p.m. — Breakdown of event begins
  - 10:30 p.m. — Event Ends
- April 27: Packing & Load-Out, Ponitz Center to The Co

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**APPLICATION (please complete and return by March 31, 2020)**

**Check position you would like to apply for:**

- Load-In & Set-Up Volunteer /** Wed-Thu, Apr 22-23 / Shifts: 4 hours between 10 a.m.-6 p.m.  
(Need 10+)
- Check-In & Check-Out Volunteer /** 5-10:30 p.m. (seated) + Special Training (Need 6)
- Welcome / Orientation Guides /** Shift: 6-8 p.m. (Need 4)
- Live Auction Art Handlers /** Shift: 7:30-9:30 p.m. (Need 4-6)
- Silent Auction Monitor /** 1st Shift: 6:00-8 p.m./ 2nd Shift: 8:00-10 p.m. (Need 18 per shift)
- Art Runners & Breakdown /** Shift: 7:30-10:30 p.m. (Need 10+)
- Art Packers & Breakdown /** Shift: 8-10:30p.m. (Need 10+)

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**Name**

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**Address Number/Street** **City** **Zip**

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**Email** **Mobile**

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**Tell us about your previous volunteer experience**

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**(below for office purposes only)**

Today's Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_