



# Santa Fe Indian Market

SOUTHWESTERN ASSOCIATION FOR INDIAN ARTS

## 2018 Volunteer Application

### Personal Information

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Alternate Address (if out of state) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-Mail Address \_\_\_\_\_

### Emergency Contact

Name \_\_\_\_\_

Relationship to you \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

### Skills and Abilities

Please indicate any of the following skills or abilities that you possess

\_\_\_\_\_ Accounting

\_\_\_\_\_ Art Handling

\_\_\_\_\_ Clerical/Office

\_\_\_\_\_ Computer (data entry)

\_\_\_\_\_ Construction/Fabrication

\_\_\_\_\_ Education

\_\_\_\_\_ First Aid/CPR

\_\_\_\_\_ Foreign Language (list below)

\_\_\_\_\_ Fundraising/Development

\_\_\_\_\_ Graphic Design

\_\_\_\_\_ People Skills

\_\_\_\_\_ Photography

\_\_\_\_\_ Sales/Customer Service

\_\_\_\_\_ Special Events

Additional skills, abilities or areas of interest:

\_\_\_\_\_

\_\_\_\_\_

Do you have any physical limitations (difficulty standing, lifting, hearing, seeing, etc.) that may affect your ability to perform certain tasks? If so, please explain:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**T-Shirt Size:** XS \_\_\_\_\_ S \_\_\_\_\_ M \_\_\_\_\_ L \_\_\_\_\_ XL \_\_\_\_\_ XXL \_\_\_\_\_ XXXL \_\_\_\_\_

# Volunteer Code of Conduct

As a volunteer of SWAIA's Santa Fe Indian Market and related activities, I promise:

- To recognize my commitment and responsibility to my volunteer assignment(s), **to attend all required trainings**, and to **arrive on time** for my scheduled assignment(s).
- To accept the scope of work of each assignment that I have accepted with an open mind and willingness to work with other staff and volunteers toward a successful outcome.
- I will **NOT** use photo, audio, video recording equipment, or cell phones during volunteer assignments.
- To adhere to the rules and procedures provided to me in my training for my volunteer assignment.
- To wear identification badges and other required identifying clothing during my volunteer assignment. Clothing will be suitable for the work assignment and will not display offensive or objectionable material.
- To safe guard all **confidential information** that includes all proprietary and privileged information related to my volunteer position and to not share such information with **ANYONE**.
- I acknowledge that I am physically able to carry out the tasks I have indicated.
- To accept constructive feedback from my supervisor that will enable me to do the best job possible.
- To treat other volunteers, supervisors, staff, SWAIA artists and the general public with dignity and respect, and not be judgmental.
- To avoid conflict and to work toward peaceful resolutions of differences of opinion.
- To avoid profane and abusive language and disruptive behavior that may be hurtful to others.
- To **NOT** possess or use any illegal drugs or engage in any illegal activity allowed during active volunteer service.

I, the undersigned volunteer, hereby grant SWAIA-Santa Fe Indian Market permission to take or have taken images, videos and/or audio recordings and to utilize these images, videos and/or audio recordings for promotion of the organization whether in print or in digital format.

I hereby acknowledge that there are certain risks of injury involved in my volunteerism and I knowingly assume full responsibility for my participation. I agree to indemnify and hold harmless SWAIA-Santa Fe Indian Market, its employees, representatives and volunteers from all liability, loss or damage to person or property which may occur in relation to my participation.

I realize that a failure to perform my assignment in a satisfactory manner or the failure to adhere to the Volunteer Code of Conduct may cause me to be dismissed from my volunteer duties.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

It is the policy of SWAIA to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

SWAIA Santa Fe Indian Market  
PO Box 969  
Santa Fe, NM 87504  
(505) 983-5220



## 2018 Santa Fe Indian Market Volunteer Positions

<b>Art Handler</b>	Assist artists with larger art pieces. Art handling experience required.
<b>Art Installation</b>	Hanging 2D artwork for judging. Art handling experience required. Hand in power tools (power drills, hammers).
<b>Art Return</b>	Return artwork that was submitted for judging to market artists.
<b>Artist Greeter/Check-in</b>	Greet and check in artists as they arrive to submit art for judging. Assist artists with preliminary information on entry forms. Provide general information (directions, times, locations, events, etc.)
<b>Artist Services</b>	Providing service to artists as needed for questions, directions, issues, etc.
<b>Awards Record Keeper</b>	Document awards as decisions are submitted.
<b>Booth Card Hangers</b>	Placing artist ID cards on booths.
<b>Booth Checkers</b>	Check market area for vacant booths, etc. and inform Artist Services staff at the info booth.
<b>Donations Receiver</b>	Greet artists and assist with completion of donation forms. Transport of donated artworks to secure location. Assist with data entry as needed.
<b>Entry Receiver</b>	Assist artists submitting entries for judging. <b>PRIOR EXPERIENCE REQUIRED.</b>
<b>Entry Receiver Assistant/Runner</b>	Assist Entry Receiver with forms/filing, assist artist with bringing artwork to the judging floor.
<b>Fashion Events</b>	Assist contestants with registration forms and hand out contestant numbers. Help coordinate contestants and help keep contest area clear of bystanders. Track awards given.
<b>Floater</b>	Provides assistance to SWAIA staff as needed. Tasks may include loading, moving items, set-up for events, running errands, or fill-in during breaks, etc.
<b>Gala Greeter</b>	Welcome Gala guests and direct them to the gala activities at various locations of the hotel.
<b>Gala Registration</b>	Welcome guests, verify names on registration lists, hand out assigned bid packets and seating information.
<b>Information Booth</b>	Assist Artist Services staff as needed, provide general information and directions to the public.
<b>Live Auction Runners</b>	Work the auction floor during the Live Auction, collecting bidder information and keeping bid forms with the art pieces.
<b>Live Auction Spotters</b>	Encourage bidding on auction items. Ensure that all interested bidders in your section are being seen by the auctioneer.
<b>Live Auction Table Host</b>	Welcome Gala guests to view artworks that will be in the Live Auction. Answer questions and help maintain a safe distance between guests and art display tables.
<b>Membership/Ticket Sales</b>	Sell SWAIA memberships and/or Preview tickets. Welcome SWAIA members. Ensure all items are stocked appropriately. Provide general information to members.
<b>Merchandise Sales</b>	Sell SWAIA merchandise; organize inventory and complete transactions.
<b>Native Cinema Showcase</b>	Greeter/Usher at the Native Cinema Showcase film screenings.
<b>Preview Art Table Host</b>	Welcome guests to art display tables/walls, answer questions. Maintain safe distance between guests and artwork. Knowledge of Native art preferred.
<b>Preview Greeter/Information</b>	Positioned at entrances to welcome Preview guests, provide information and direct traffic flow.
<b>Recorder</b>	Record award information and ribbon assignments on tally sheets. Prior Experience preferred.
<b>Recorder Assistant</b>	Assist Judging Team with award information recording.
<b>Recording Team Runner</b>	Providing general support to Judging/Recording team (errands, supplies, etc.)
<b>Ribbon Coordinator</b>	Assemble, track and hand out appropriate ribbons for each award given. Highly organized individuals needed. Prior experience preferred.
<b>Silent Auction Table Host</b>	Welcome guests to auction display tables, answer questions, encourage bidding.
<b>Youth Tent</b>	Assist with the arts and crafts activities in the Youth Tent (located in Cathedral Park).

Please return your completed application to us by email: [touchine@swaia.org](mailto:touchine@swaia.org) mail: SWAIA • PO Box 969 • Santa Fe, NM 87504  
[www.swaia.org](http://www.swaia.org) • (505) 983-5220