



Santa Fe Indian Market

SOUTHWESTERN ASSOCIATION FOR INDIAN ARTS

2018 Winter Indian Market 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 | _____ Foreign Language (list below) |
| _____ Art Handling | _____ Fundraising/Development |
| _____ Clerical/Office | _____ Graphic Design |
| _____ Computer (data entry) | _____ People Skills |
| _____ Construction/Fabrication | _____ Photography |
| _____ Education | _____ Sales/Customer Service |
| _____ First Aid/CPR | _____ 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:

Volunteer Code of Conduct

As a volunteer of SWAIA's Santa Fe Indian Market(s) 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

THANK YOU FOR VOLUNTEERING YOUR TIME AND PROFESSIONAL ASSISTANCE TO THE ORGANIZATION THAT BRINGS
NATIVE ART TO THE WORLD!

Volunteering

Are you a SWAIA member? YES _____ NO _____

Have you previously volunteered for SWAIA events? YES _____ NO _____ If yes, how many years? _____

Previous volunteer assignment(s): _____

Please indicate assignment preferences below. If no preference, please note your general availability. See reverse for job descriptions.

****Please note that shift times are subject to change and volunteer positions are assigned based on availability****

Friday, December 14, 2018 Event Hours: 6pm – 9pm		Saturday, December 15, 2018 Event Hours: 9am – 5pm		Sunday, December 16, 2018 Event Hours: 10am – 3pm	
Admissions/Will-Call	5:00pm-9:15pm	Admissions/Will-Call	8:00am-12:30pm 12:30pm-5:30pm	Admissions/Will-Call	9:30am-1:00pm 1:00pm-4:00pm
Artist Escort	1:30pm-6:00pm	Artist Escort	7:30am-10:00am	Artist Escort	9:00am-12:00pm
Booth Sitter	6:00pm-9:00pm	Artist Check-in / Artist Services	6:30am-10:00am	Artist Services	9:00am-12:00pm
Door Attendant	5:00pm-9:15pm	Booth Sitter	9:00am-1:00pm 12:30pm-5:00pm	Booth Sitter	10:00am-1:00pm 1:00pm-3:00pm
Greeters/Wrist Band Check	5:30pm-9:00pm	Volunteer Check-In	7:30am-1:00pm	Ticket Sales/Cashiers	8:00am-12:30pm 12:30pm-5:30pm
Merchandise Set-up	12:00pm-5:00pm	Donation Receiver	8:00am-1:00pm 12:30pm-5:00pm	Donation Receiver	9:00am-1:00pm
Ticket Sales/Cashiers	5:00pm-9:15pm	Door Attendant	8:00am-12:30pm 12:30pm-5:30pm	Door Attendant	8:00am-12:30pm 12:30pm-5:30pm
Silent Auction	5:00pm-9:00pm	Greeters/Wrist Band Check	8:30am-12:30pm 12:15pm-5:15pm	Greeters/Wrist Band Check	9:30am-1:00pm 1:00pm-4:00pm
		Membership Sales	9:00am-1:00pm 12:45pm-5:00pm	Membership Sales	10:00am-3:00pm
		Merchandise Sales	8:00am-12:30pm	Merchandise Sales	9:30am-1:00pm
		Silent Auction	8:30am-1:00pm 12:45pm-5:30pm	Silent Auction	9:30am-1:00pm 1:00pm-4:00pm
				Break Down	3:00pm-7:00pm

General Availability/SWAIA Office:

	Monday, 12/10	Tuesday, 12/11	Wednesday, 12/12	Thursday, 12/13	Friday, 12/14
AM					
PM					

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2018 Winter Indian Market Volunteer Positions

Admissions/Will-Call	Assist with admissions into the Winter Indian Market; Check will-call list, assist with wrist bands; assist with questions from patrons.
Artist Check-in	Greet artists and assist them with locating booth, event information, and all other artist services related questions.
Artist Escort	Greet artists outside La Fonda or at Artist Services; assist with loading passes and instructions where to load; assists SWAIA artists with load-in if necessary.
Artist Services	Providing service to artists as needed for questions, directions, issues, etc.
Booth Sitter	Serve as a booth sitter to artists that need a quick break. Walk with a "Booth Sitter" sign and offer your assistance to artists for a few minutes.
Break Down	Assist with breaking down the event, packing up supplies and taking supplies back to SWAIA office.
Christmas Decorators	Set-up holiday signs, and decorate the event rooms with holiday decorations prior to the event.
Coat Checker	Coat checkers will check coats; process payment; secure coat racks/area; return coat to owner.
Donations Receiver	Greet artists and assist with completion of donation forms. Transport of donated artworks to secure location. Assist with data entry as needed.
Door Attendant	Will assist in putting wrist bands on patrons, and ensuring all who enter have wrist bands.
Greeters/Ticket Check	Greet and check if patrons have event wrist bands on. Provide general information (directions, times, locations, events, etc.)
Membership/Ticket Sales	Sell SWAIA memberships. Welcome SWAIA members. Provide general information to members and potential members.
Merchandise Sales	Sell SWAIA merchandise; organize inventory and complete transactions.
Silent Auction Host	Welcome guests to auction display tables, answer questions, encourage bidding.
Ticket Sales/Cashiers	Ticket sales, operation of cashier devices, cash handling, wrist bands; assist with questions from patrons.
Volunteer Check-In	Greet and assist Volunteers with check-in and location of positions.

Please return your completed application to us by email: ttouchine@swaia.org • mail: SWAIA • PO Box 969 • Santa Fe, NM 87504
www.swaia.org • (505) 983-5220 ext. 232

WINTER INDIAN MARKET • DECEMBER 14, 15 & 16, 2018 • LA FONDA ON THE PLAZA

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