

SPANISH MARKET

Santa Fe *New Mexico*

EST. 1926



Dear Spanish Market Volunteers,

We are excited about holding our 70th Traditional Spanish Market this year, and our Market would not be the same without YOU!

You have been a huge part of our success in the past, and we pray you are ready and willing to bring our beloved Market to the community for yet another year! Please consider joining us this summer, bringing your experience and industriousness and your great attitudes, to make this Market a successful and festive celebration.

Enclosed is our list of volunteer opportunities (most of you are well familiar with them!) and the ideal shift times. Please consider completing the Volunteer Registration Form, selecting the positions you most desire (we'll do our best to schedule you with your choices). Then, Save The Dates!!

Thank you on behalf of our staff and our artists for all you have done for us through the years. You've become a part of our family through the years, and we look forward to being part of your summer for years to come.

See you in July!!

Yvonne Gillespie
Spanish Market Director



Traditional Spanish Market Volunteer Registration Form
Week of July 25-31, 2022 at SFCCC and on the Santa Fe Plaza

Please clearly print your information:

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Telephone: _____ Business Telephone: _____

Mobile Telephone: _____ Email: _____

Email: _____

Emergency Contact: _____ Relationship _____ Phone: _____

List the positions you are most interested in working (see attached volunteer descriptions and scheduled times.)

Four horizontal lines for listing positions of interest.

Table with 8 columns: Available, Mon, Tue, Wed, Thu, Fri, Sat, Sun. Rows for Mornings, Midday, and Afternoons.

Please make any special requests below.

Three horizontal lines for special requests.

Please mail your request to: Spanish Colonial Arts Society, ATTN Yvonne Gillespie, P.O. Box 5378, Santa Fe, NM 87502-5378

or hand deliver it to: Museum of Spanish Colonial Art, ATTN Yvonne Gillespie, 750 Camino Lejo, Santa Fe, NM 87505

or email to: Yvonne Gillespie, YvonneG@spanishcolonial.org, Ph: (505) 982-2226, #1

PREVIEW--ART RECEIVING

VOLUNTEER OPPORTUNITY	DUTIES	REQUIREMENTS	# VOL & STAFF	DATE
GREETER	Greeting artists at loading dock Provide general information on registration procedures Assist artists with bringing art to Convention Center to registration area	Art handling experience Considerable walking, standing and lifting Must be able to work in a fast-paced atmosphere Must be respectful and patient with the artists and their families	2	Wed, July 27 9:30AM-3:30PM
ENTRY FORM INFORMATION ASSISTANT	Assist artists with completing all information required on the entry form	Must have good people skills Must be able to sit for considerable length of time	2	Wed, July 27 9:30AM-3:30PM
STANDARDS COMMITTEE	Ensure artist's eligibility in proper art form(s)	Knowledge of Spanish Market art categories and familiarity with the art guidelines for proper placement Must be a current member of the SCAS Standards Committee	6	Wed, July 27 9:30AM-3:30PM
REGISTRAR CAPTAIN	Oversees registration activities and is liaison between registration and judging coordinator	Knowledge of Spanish Market art categories and familiarity with art guidelines Must have good people skills Must be able to stand for a considerable length of time	1	Wed, July 27 9:30AM-3:30PM
REGISTRAR	Ensures proper classification of artwork and eligibility in category(ies) (overseen by Stds. Committee) Assures that all art pieces are properly tagged and tag # matches entry form paperwork (form and card) Help complete paperwork and tag artwork for jurying Pass artwork onto handlers	Knowledge of Spanish Market art categories Must be detail-oriented, accurate and have good penmanship Must be a good proofreader Must be able to sit for considerable length of time	8	Wed, July 27 9:30AM-3:30PM
HANDLER	Take artwork from Registrar and place in proper staging area	Requires some heavy lifting Must be able to stand and walk for the greater part of the day Must have some knowledge of Spanish Market art categories	8	Wed, July 27 9:30AM-3:30PM
CLERICAL 1	Punch holes in paperwork Filing of paperwork in binder and accordion file Coordinating with Input Specialist	Requires accuracy and organizational skills	1	Wed, July 27 9:30AM-3:30PM
CLERICAL 2	Makes sure names and titles are correctly spelled Produce clean labels with titles and categories for artwork	Good proofreading skills Accuracy in typing Computer typing and program skills	1	Wed, July 27 9:30AM-3:30PM

PREVIEW -- ART HANGING AND ARRANGING

VOLUNTEER OPPORTUNITY	DUTIES	REQUIREMENTS	# VOL & STAFF	DATE & TIME
HANGING CAPTAIN	Oversees arrangers and hangers	Requires some knowledge of Spanish Market art categories Must have leadership skills and work well in a group setting Knowledge of arranging and hanging artwork	1	Wed, July 27 Begin at 3:00PM till Complete
ART ARRANGERS	Arranges artwork for installation	Artist aesthetic in hanging works of art Requires team cooperation	6	Wed, July 27 Begin at 3:00PM till Complete
ART HANGERS	Installation of artwork	Requires knowledge of hanging artwork on hard walls Knowledge and operation of power and hand tools	6-8	Wed, July 27 Begin at 3:00PM till Complete

PREVIEW -- JUDGING AND AWARDS PROCESSING

VOLUNTEER OPPORTUNITY	DUTIES	REQUIREMENTS	# VOL & STAFF	DATE AND TIME
INPUT SPECIALIST	Work with computer data as it relates to art submitted for Preview Awards JUDGING: Posts scores to spreadsheets Tallies and ranks judging scores coordinated with Ribbon Coordinator	Must be computer literate in Microsoft Excel Must be detailed-oriented and accurate inputting information Knowledge of Spanish Market art categories and familiarity with the art guidelines for proper placement	1	Wed, July 27 - Friday July 29
JUDGING PREP TEAM	Create judging ballots by categories and by sequence of pieces as hung Add special category stickers to labels for judging Prepare tally sheets	Knowledge of Spanish Market art categories Must be detail-oriented Must have good penmanship	2 teams of 2	Wed, July 27
JUDGES	Evaluate art for awards	In-depth knowledge of Spanish Market art categories	BY INVITATION	Thur, July 28
JUDGING COORDINATOR	Instructs Judges and answers questions during the judging Coordinates judging activities Coordinated with Input Specialist	Exceptional knowledge of Spanish Market art categories Exceptional organizational and people skills	1	Wed, July 27 - Fri July 29
JUDGING COORDINATOR RUNNER	Responsible for getting completed ballots to tally team Relays any tie issues to Judging Coordinator	Considerable walking and standing Knowledge of entire event flow Have good coordination skills	1	Thur, July 28

READERS	Assists input specialist	Requires accuracy and someone detail oriented Must be able to sit for long period of time	2	Thur, July 28
RIBBON COORDINATOR	Oversees ribbon assignments and placement according to tally sheet results Oversees calls to special award and first place award winners Relays information to Newspaper results reporter Fills out Award Check Requests	Knowledge of Spanish Market art categories Good organizational and people skills Have good penmanship	1	Thur, July 28
RIBBON RUNNERS	Fills out award information on award ribbons and calling cards Places ribbons on winning pieces	Knowledge of Spanish Market art categories and Spanish Market Artists Have good penmanship Considerable walking	3	Thur, July 28
CALLERS	Call first Special Award and first place winners to congratulate them and invite them to early Preview on Friday evening	Must have a cell phone Must have a good speaking voice	2	Thur, July 28 1:00-4:00PM
NEWSPAPER RESULTS REPORTER	Records winners to send to Newspapers	Knowledge of Microsoft Office Accurate typist Must be a good proofreader	1	Thur, July 28 & Friday, July 29
PREVIEW DAY CREW	Oversees Archbishop, St. Francis Cathedral and Santa Maria de la Paz Complete appropriate ribbons and places them. Completes the Newspaper materials and send results to local News outlets Compiles a list of winners for early Preview check-in Prints award lists for Society Staff Replaces labels where necessary	Knowledge of Microsoft Office Accurate typist Good organizational skills Attention to detail	3	Fri, July 29 9:00AM-12:00PM
SILENT AUCTION TABLE HOSTS	Stand by auction tables to protect against handling, interact with visitors, share information about the art.	Knowledge of Spanish Market Categories, good organizational and people skills, comfortable working around delicate art pieces.	4	Fri, July 29 4-7PM
TICKET SALES PREVIEW EVENT	Greet incoming visitors, accept cash and credit card payments, attach wristbands	Alert and friendly--good people skills, accurate handling of cash and credit card transactions	2	Fri, July 29 4-8PM
WILL-CALL FOR PREVIEW EVENT	Greet incoming visitors, use Will Call lists to verify membership/ticket purchase, attach wristbands	Alert and friendly--good people skills	2	Fri, July 29 4-8PM

PREVIEW HOSTS	Stand by Preview art tables & walls to protect against handling, interact with visitors, share information about the art.	Knowledge of Spanish Market Categories, good organizational and people skills, comfortable working around delicate art pieces.	4	Fri, July 29 4-8PM
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SPANISH MARKET EVENT

JOB TITLE	DUTIES	REQUIREMENTS	# VOL & STAFF	DATE AND TIME
MORNING TRAFFIC CONTROLLERS	Control incoming and out-going traffic as artists enter to set up booths	Alert and friendly--good people skills Will be taught city traffic flow prior to weekend	8	Sat 6-9 and Sun 6-9
EVENING TRAFFIC CONTROLLERS	Control incoming and out-going traffic as artists enter to tear down booths	Alert and friendly--good people skills Will be taught city traffic flow prior to weekend	8	Sat and Sun, 4:30-6:30pm each day
MARKET VOLUNTEERS	Booth sitters for artists Special details as they arise	Considerable walking and standing Knowledge of entire event flow Good people skills Takes direction well	10	Sat and Sun, Multiple 4hr shifts
MARKET CLEAN UP CREW	Pick up boxes and garbage from Plaza area at end of day Help take-down flags and banners	Must be physically able to climb a ladder Considerable walking Able to take and carry out instructions as given	4	Sat 4-6 and Sun. 4-7
SALES BOOTH	Sales of Spanish Colonial Art Society and Spanish Market Merchandise Handle cash, check and credit card transactions Some merchandise display Interaction with public	Must have a general knowledge about the Spanish Colonial arts Society and their programs Must have good mathematic skills Must have good people skills Must be able to stand for long periods of time	15	Sat and Sun, Multiple 4hr shifts