

61st Print Show Volunteer Sign-Up Sheet

("Short Job Description" on p 3 & 4)

Print Show needs *your* help. Please volunteer and support our primary fundraiser for the CWAJ Scholarships and Fukushima Relief Projects. We need you and we appreciate your commitment in advance.

Name: _____

E-mail: _____

I prefer to be contacted by fax: _____

Telephone: _____

Mobile phone: _____

► **Please circle all the areas that interest you.** You may circle more than one job. Every effort will be made to match you to your preferred job(s).

*Indicates training session required. **Indicates training session highly recommended.

A) Help unwrap/wrap prints before/after show	F) Hands-on Art guide* (schedule may differ slightly from the Print Show shifts)
B) Help Art Managers handle prints*	G) Attendant
C) Sales Associate*	H) Assistant for set up & take down prints
D) Sales Assistant*	I) Hospitality
E) Treasurer's assistant (working behind the scenes)	J) Help in any area where necessary

► **Please circle all the shifts when you are able to work.** Depending on your assignment, shift times may vary slightly.

Before the show	9/20 (Wed)	Unwrapping	12:30 pm – 4:00 pm
	9/21 (Thu)	Unwrapping	10:00 am – 12:30 pm
			10:00 am – 4:00 pm

During the show	10/23 (Mon)	Set up	1:00 pm – 5:00 pm
	10/24 (Tue)	Preview / Sales / Opening Night	4:45 pm – 9:00 pm
	10/25 (Wed)	Print Show	10:45 am – 2:45 pm
			2:30 pm – 6:15 pm
	10/26 (Thu)	Print Show	10:45 am – 2:45 pm
			2:30 pm – 6:15 pm
10/27 (Fri)	Print Show	10:45 am – 2:45 pm	
		2:30 pm – 6:15 pm	

	10/28 (Sat)	Print Show	10:45 am – 2:45 pm
			2:30 pm – 6:15 pm
	10/29 (Sun)	Print Show	10:45 am – 2:45 pm
			2:30 pm – 5:15 pm
	Take down	5:00 pm – 7:00 pm	

After the show	11/30 (Thu)	Print Returns	10:00 am – 12:30 pm
			10:00 am – 4:30pm
	12/1 (Fri)		10:00 am – 12:30 pm
			10:00 am – 4:30pm

► If you have indicated interest in a job that requires or recommends a training session, B), C), D), F) - please circle the dates and times below when you would be available for training

<u>Print / Product Sales (C & D)</u>		<u>Art Manager / Print Handling * (B)</u>		<u>Hands-on Art guide (F)</u>	
Print Sales training sessions are held at CWAJ Center		Art Manager training sessions are held at CWAJ Center		Hands-on Art training session is held at Tokyo American Club	
10/16 (Mon)	1 pm – 3 pm	10/3 (Tue)	10:30 am – 12 noon	10/11 (Wed)	After CWAJ Luncheon
10/17 (Tue)	10 am – 12 noon		1 pm – 2:30 pm		For an hour
		1 pm – 3 pm			
10/21 (Sat)	10 am – 12 noon				

You may sign up [online](#), email at psvolunteers@cwaj.org with your availability , or return this form by fax or post to:

Hiroshi Matsumura, 22-5-703 Ichibancho, Chiyoda-ku, Tokyo 102-0082 Fax.03-3237-1345

- We will acknowledge receipt of your form immediately and confirm your specific duties and shifts in early October.
- If you have any questions, please send us an e-mail at (psvolunteers@cwaj.org).

Thank you for your support

2017 Print Show Volunteer Coordinator, Hiroshi Matsumura (090-5998-3322)

2017 Print Show Short Job Descriptions

Here are short descriptions of some of the many jobs that go into making the Print Show a success. There are jobs for everyone, to match every preference and skill set. Volunteer sign-up procedures will be announced in the September eNews.

More job descriptions will be added as they become available.

Attendance at a training session is required for every job with an *, highly recommended with **.

◆ ART MANAGER VOLUNTEERS

Before the show – Unwrapping 9/20 (Wed) and 9/21 (Thu) - - - Job A

Unwrappers	Unwrap packages and carefully handle prints.	Must be able to stand for a long period of time. Some lifting and bending. Workplace: Yamato warehouse
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During the show - 10/24 (Tue) – 10/29 (Sun) - - - Job B

Cabinet Volunteers*	Handle the actual prints and show them to the customers. Transport sold prints in a folder to packing area.	Work <i>with customers</i> . Must be able to stand for a long period of time.
Packing Assistants*	Assist expert(s) to package the prints.	Work <i>“behind the scenes.”</i> Must be able to stand for a long period of time.
Dispatchers*	Sort and organize packed print's package. Distribute the packages of sold prints to the customers.	Work <i>with customers</i> . May be able to sit down.

*Attendance at a training session is required for every job in this group. **Following the training session you will be asked which of the above jobs you prefer.**

After the show – Print Returning 10/30 (Wed) and 11/1 (Thu) - - - Job A

Wrappers	Carefully handle prints and wrap package for return.	Must be able to stand for a long period of time. Workplace, Yamato Warehouse
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◆ PRINT/PRODUCT SALES VOLUNTEERS 10/24 (Tue) -10/29 (Sun) - Job C & D

Sales Associate*	Process the whole sales transaction. (Process customer orders by entering information and print/ product choices into computer. Handle credit cards, and cash.)	Work <i>with customers and peers</i> . Must be comfortable using a computer. Handle cash.
Sales Assistant*	Support Sales Order Associate. (Assist with the sales transaction where appropriate.)	Good teamwork required Occasionally handle cash. Pack Products

◆ **TREASURER VOLUNTEERS** 10/24 (Tue) -10/29 (Sun) - - - **Job E**

Treasurer's Assistant	Make cash advances at the beginning of Sales Order Associate's shifts and help Sales Order Associates reconcile their accounts at the end of their shifts.	Work " <i>behind the scenes.</i> " Work closely with others in this vital Print Show activity. May sit.
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◆ **HANDS-ON ART VOLUNTEERS** 10/27(Fri) -10/29 (Sun) - - - **Job F**

Hands-on Art Guide*	Guide visually impaired visitors between Daikanyama station and the Daikanyama HILLSIDE TERRACE/ FORUM and Help them appreciate the arts exhibited using the raised images, Braille transcriptions of the artists' comments and your verbal descriptions.	Guides work in pairs. Volunteers who do not speak Japanese or have no experience in guiding visually impaired visitors will be paired with those who do. Orientation materials will be provided at the Print Show. May introduce the artist.
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*Guidance session on 10/11(Wed), following CWAJ October Luncheon for about 1 hour to know what a guide for the visually impaired should expect.

◆ **SHOW MANAGER VOLUNTEERS** 10/23 (Mon) -10/29 (Sun) - - - **Job G & H**

Attendant 10/24-10/29	Guide customers in the exhibition area.	Work with customers. Greet customers kindly with a smile. Ensure that displays remain in proper condition throughout the show.
Assistant for set up or take down (10/23) (10/29)	Help Yamato staff set up or take down prints	Work with Yamato staffs.

◆ **HOSPITALITY VOLUNTEERS** 10/24(Tue) 5:45~8:00 - - - **Job I**

Hospitality Assistant	Help Hospitality at opening night	Greeter (inside & outside of the venue) or Helper at check-in desk
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◆ **Help in any area where necessary** - - - **Job J**