



*Hope Unfolds through Education*

*Art Exhibition & Fundraising*

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## Art Exhibition Event Volunteer Job Descriptions

### About the Event

**Venue:** New World Saigon Hotel, 76 Lê Lai Street, Bến Thành Ward, District 1, Hồ Chí Minh City.

- **Opening Ceremony:** 5 pm - 9:30 pm, 6<sup>th</sup> June 2024 (for guests with invitation only).
- **Open to the public:** From 7<sup>th</sup> June until the end of 20<sup>th</sup> June 2024.

### Quantity of Volunteers Needed

Opening Ceremony: 10 to 15 volunteers as detailed below:

- 5 Logistics Volunteers
- 2 to 3 Reception Volunteers
- 7 to 10 Sales Volunteers

During public visiting period: 1 to 2 Sales Volunteers per time slot each day.

## Job Description:

### Logistics Volunteers:

- Deliver artworks safely to the venue.
- Set up and arrange artwork at the venue.
- Assist during and after the event.
- Pack artwork for moving after the exhibition (on 20<sup>th</sup> or 21<sup>st</sup> June).
- Assist other teams if required.

### Reception Volunteers:

- Support guests through the check-in process in the lobby area.
- Guide guests to the event zone.
- Prepare and distribute gift bags to guests at the Opening Event.
- Assist other teams if required.

### Sales Volunteers:

- Introduce auction art pieces to guests.
- Provide guests with information about the event.
- Assist guests using the online bidding platform.
- Assist other teams if required.

Note: Detailed role and area will be assigned during the training.

## Timelines for Volunteers

**Pre-event Training:** Each volunteer is required to participate in a 2-hour online training session. Further information will be announced via email after the selection round.

### Opening Ceremony Day (6<sup>th</sup> June):

- Logistics: To be confirmed (05/6 evening or 06/6 morning)
- Reception and Sales: 4.30 pm to 11.00 pm latest. There will be a rehearsal in advance from 2.00 pm to 4.00 pm.

**Exhibition for the public (7<sup>th</sup> June - 20<sup>th</sup> June):** Followed in 3 time slots each day:

- 7.00 am - 9.00 am
- 1.00 pm - 3.00 pm
- 6.00 pm - 8.00 pm

## Requirements:

- Proficient in English (especially speaking).
- Skills and traits: communication, sales, integrity, responsibility, proactiveness.
- Availability for volunteer training.
- Punctuality, and must be present on time.

## Benefits:

- Volunteer Certificate of Appreciation.
- Essential and insightful training.
- Dinner food (Please note that the meal may consist of regular portions and not be provided by the New World Hotel).
- Thank-you gifts (subject to donations).

## How to register

Please fill in the form [here](#) or in the link below by the end of 30<sup>th</sup> May 2024.

<https://forms.monday.com/forms/ce89576e576b08251fa2e5bc978784fc?r=use1>

Please note that only selected candidates will be contacted.

If you have any concern about the volunteer opportunity, please contact Ms. Xuan (Community Development Officer) at [volunteer@saigonchildren.com](mailto:volunteer@saigonchildren.com)