



# ARTSIDEOUT 2018 Volunteer Manual

## ABOUT ARTSIDEOUT

ARTSIDEOUT (ASO) is a large-scale, one-day, multidisciplinary arts festival at the University of Toronto Scarborough. Involving individuals from various walks of life, ASO celebrates the rich diversity of the community. The festival transforms UTSC with site-specific installations, exhibitions, performances, and film screenings. ASO is a result of wide-ranging collaboration between student organizers from various disciplines, community organizations, and passionate artists.

## MISSION

ARTSIDEOUT challenges familiar use of space and forms connections between artistic practices in Scarborough. The festival inspires critical engagement with ordinary spaces and artistic expressions. ASO reveals potential that is inherent in everyday life at UTSC.

We bring Scarborough's art side out.

## VISION

ARTSIDEOUT brings together the UTSC and Scarborough communities in the acknowledgement and celebration of diverse culture and artistic practices through an emphasis on interdisciplinary collaborations.

## VALUES

### CRITICAL EXPRESSION

We believe that art and art-making has the powerful capacity to engage critical reflection. Art allows the expression of lived experiences and societal movements.

### ACCESSIBILITY

We continue to work towards providing a platform for peoples of all identities to engage with art.

### STUDENT ENGAGEMENT

We support personal and professional development of students.

## INCLUSION AND DIVERSITY

We encourage membership from individuals of diverse cultural and socioeconomic backgrounds.

## COLLABORATION

We are built on strong partnerships between UofT students and faculty, artists and non-artists, and community members and organizations.

## 2018 THEME

Rebirth explores the journey towards healing and growth out of lived experiences in Scarborough. By reflecting on the stories that have shaped our identities, Rebirth provides a platform to express the resiliency of culture and diversity that continue to thrive in communities. Through the creation of interdisciplinary arts, we invite people from different walks of life to celebrate the next chapter of our stories.

## CANADIAN CODE FOR VOLUNTEER INVOLVEMENT

The Canadian Code for Volunteer Involvement (CCVI) sets a national standard that recognizes and reflects changes in volunteer involvement. The CCVI is designed to be inclusive and accessible and encourages leaders to champion a culture that supports and values the impact of volunteer involvement.

In adopting the CCVI, our organization commits to value and support the contribution of volunteers through respectful, meaningful, and inclusive engagement.

## OUR TEAM

### ADMIN TEAM

Team	Email	Position	Name
	<a href="mailto:hello@artsideout.ca">hello@artsideout.ca</a>	General Manager	Mauriene Tolentino
		Executive Assistant	Atchaya Aruchelvan
Finance	<a href="mailto:hello@artsideout.ca">hello@artsideout.ca</a>	Finance Director - Accounts Payable	Katy Harris
		Finance Director - Accounts Receivable	Ellisia Zografos
Outreach & Engagement	<a href="mailto:community@artsideout.ca">community@artsideout.ca</a>	Outreach Director	Sylvie Stojanovski

		Campus Engagement Coordinator	Ayse Barut
		Community Engagement Coordinator	Mitula Shanwal
		YouthGEN Program Assistant	Meryl Gosch
Marketing	<a href="mailto:marketing@artsideout.ca">marketing@artsideout.ca</a>	Communication Director	Hanna Zhang
		Branding Director	Michael Gayle
		Graphic Designer	Tianzhi He
		Digital Media Designer	Noah Qin
		Digital and Social Media Coordinator	Bijoya Deb
		Web Developer	Harman Wadhwa

#### ARTISTIC TEAM

Team	Email	Position	Name
	<a href="mailto:director@artsideout.ca">director@artsideout.ca</a>	Artistic Director	Julia Santiago
		Artistic Assistant	Hadil Hamam
Studio	<a href="mailto:submissions@artsideout.ca">submissions@artsideout.ca</a>	Studio Director	Kate Jellyn
		Studio Logistics Coordinator	Caitlyn Coll
Performance	<a href="mailto:submissions@artsideout.ca">submissions@artsideout.ca</a>	Performance Director	Jennifer Xu
		Performance Logistics Coordinator	Colleen Brown
Clubs	<a href="mailto:submissions@artsideout.ca">submissions@artsideout.ca</a>	Clubs Director	Ira Sharma

Special Projects	<a href="mailto:submissions@artsideout.ca">submissions@artsideout.ca</a>	Special Projects Director	Nicole Crawford
Volunteer	<a href="mailto:volunteer@artsideout.ca">volunteer@artsideout.ca</a>	Volunteer Director	Justine Tenzer
		Volunteer Coordinator	Kimberley Walker

## PRE FESTIVAL VOLUNTEER POSITIONS

### OUTREACH AND PROJECT VOLUNTEERS

**Role:**

General calls for volunteers are sent to recipients of our volunteer email list. ARTSIDEOUT initiates projects throughout the year and are always looking for volunteers to help out! An email is sent approximately 1-2 weeks prior to a volunteer shift, as per an executive member’s request.

**Requirements:**

- Must be 14+ years of age
- Attend a volunteer orientation
- Completed necessary waivers

## FESTIVAL VOLUNTEER POSITIONS

### INSTALLATION / DEINSTALLATION

**Role:**

Installation volunteers work closely with the Studio Team to prepare artwork installations prior to the day of the festival. Tasks include hanging up and transporting artwork. Reports to De/Installation Festival Representative and Studio Director

**Requirements:**

- Must be 14+ years of age
- Attend a volunteer orientation
- Attend at least one 1-hour installation training

### INFORMATION OFFICERS

**Role:**

Information officers are stationed at Info Booth Station(s). Information officers must be familiar with locations, information about art around the campus, and be comfortable with answering and directing questions.

Reports to Volunteer Director/Coordinator.

Requirements:

- Must be 14+ years of age
- Attend a volunteer orientation
- Attend a 30-minute tour guide around the campus

EXHIBITION ATTENDANT

- Stationed near groups of art pieces, ensuring surrounding artworks are safe (i.e. no one touches/damages artwork)
- Answering basic level questions about pieces (e.g. artist's statements, individual/club submission).

Reports to Volunteer Director/Coordinator.

Requirements:

- Must be 14+ years of age
- Attend a volunteer orientation
- Attend a 30-minute tour guide around the campus

SPECIAL PROJECTS

- Special projects are artworks that have funding of up to \$500.
- Responsibilities differ with the artist he/she is assigned (similar to General Volunteers). Information about artists will be posted prior to the festival.

Reports to *Studio Special Projects Director*

Requirements:

- Be 14+ years of age
- Attend a volunteer orientation

PERFORMANCE

- Responsible for technical needs for music, dance, and live performances on the day of the festival.
- Monitoring equipment, carrying wires, setting up microphone stands, etc.

Reports to *Performance Director*

Requirements:

- Be 14+ years of age
- Attend a volunteer orientation
- Attend at least one Audio/Visual Training

ART MARKET:

- Stationed at the Art Market in the Meeting Place and will help with selling and supervising artworks on site, helping maintain a non-chaotic flow of visitors looking to

purchase artwork.

Reports to Volunteer Director/Coordinator

Requirements:

- Be 14+ years of age
- Attend a volunteer orientation

FLOATERS

- On-call, day-of-the-event volunteers whose responsibilities vary based on the festival's needs as they arise.

Reports to *Volunteer Director/Coordinator* at Volunteer HQ to be directed either to a specific spot with briefing or joined by an executive member.

Requirements:

- Be 14+ years of age
- Attend a volunteer orientation
- Attend a 30-min tour guide around the campus

STRIKERS

- Post-festival volunteers who help with the general clean up of the ARTSIDEOUT locations.
- Tasks include taking down artwork, recording and returning artworks to artists, signing out artworks, etc.

Reports to *Volunteer Director/Coordinator*

- REQUIREMENTS:
- Be 14+ years of age
- Attend a volunteer orientation
- Attend at least one 1-hour de/installation training

AFTER DARK

- Help with the After Dark set-up (e.g. decorating, moving chairs, setting up equipment, moving artwork, handing out fliers, etc.), greet guests, and collecting tickets at the entrance.

Requirements:

- Be 14+ years of age
- Attend a volunteer orientation
- Attend a 30-min tour guide around the campus

## FESTIVAL ASSOCIATES POSITIONS

DE/INSTALLATION FESTIVAL REPRESENTATIVE

- Work closely with the Studio Director and the Cube Master
- Work closely with and supervise volunteers, assisting them and communicating their needs and concerns to the heads of specific teams (i.e. studio, volunteer)
- Multitask and be able to work well under pressure
- Quick problem solving and excellent communication skills
- Must be comfortable carrying potentially heavy equipment
- Must have flexible schedule in September - October, and must be available on the day of the festival, Thursday, October 4th 2018 (classes excused)
- Training required, once position accepted: Installation 101

#### TECHNICAL SUPPORT FESTIVAL REPRESENTATIVE

- Work closely with the Performance Director and Performance Logistics Coordinator
- Work closely with and supervise volunteers, assisting them and communicating their needs and concerns to the heads of specific teams
- Multitask and be able to work well under pressure
- Quick problem solving and excellent communication skills
- Comfortable with technical equipment, although expertise is not necessary
- Must be comfortable carrying potentially heavy equipment
- Must have flexible schedule in September - October, and must be available on the day of the festival, Thursday, October 4th 2018 (classes excused)
- Training required, once position accepted: AV & Sound Training

#### CUBE CONSTRUCTORS

- Work closely with the Cube Master and Artistic Director in envisioning and constructing the ARTSIDEOUT annual cube
- Work closely with and supervise volunteers, assisting them and communicating their needs and concerns to the heads of teams (i.e. studio, volunteer)
- Multitasking and be able to work well under pressure
- Quick problem solving and excellent communication skills
- Experience in large installation or construction projects is an asset
- Availability must be flexible between June to October, and must be available on the day of the festival, Thursday, October 4th 2018 (classes excused)
- Must be comfortable moving around potentially heavy equipment
- Training required, once position accepted: Installation 101, Cube Installation Training

#### COMMUNICATIONS ASSISTANT

- Work closely with the Marketing Director of Communications and Social Media Coordinator in promoting ARTSIDEOUT's events and programming
- Assist in disseminating promotional posts and materials over social media and press releases
- Assist in distribution of posters and other promotional items over the campus and the community
- Knowledge and/or experience with social media tools and platforms is an asset

## WRITER

- Write about ARTSIDEOUT events and programming to be published on ARTSIDEOUT blog
- Written work will also be published on ARTSIDEOUT social media platform (such as Instagram, Facebook, Twitter and/or our website)
- Must be comfortable writing and submit maximum TWO samples of their writing (past essays, creative writing etc.)

## PHOTOGRAPHER

- Available at most ARTSIDEOUT events, programming, and day of festival to source stock high-resolution photographs
- Archive and share photographic images to Communications Director in a timely manner, and maintain database
- Must possess own equipment and is familiar in image retouching
- Experience with Adobe Creative Suite (ie. Adobe Photoshop, Adobe Lightroom) is required
- Must have flexible schedule in September - October, and must be available on the day of the festival, Thursday, October 4th 2018 (classes excused)
- Must provide portfolio of photography work

## UTSG FESTIVAL ENGAGEMENT REPRESENTATIVE

- Must be a UTSG student and be familiar with the campus location and activities
- Must know the UTSC campus and the insights of the festival to be able to answer any questions, direct them to the right person etc. (training will be provided)
- Booth at the UTSG FROSH and other boothing opportunities at the UTSG campus
- Must be comfortable talking to people and be the welcoming face of ARTSIDEOUT
- Must attend a volunteer orientation and UTSC campus tour provided by ARTSIDEOUT

## VOLUNTEER CERTIFICATES

ARTSIDEOUT offers our volunteers great opportunities to gain training experience and certifications to reflect their commitment to the festival.

### ACM ENGAGE! CERTIFICATIONS

Volunteer hours completed for ARTSIDEOUT will be eligible to be counted for the Ambassador and/or Explore Programs under the ACM Engage! Certification. Completion of either certificates will be counted towards the student's CCR validation. For more information, visit:

[www.utsc.utoronto.ca/acm/acm-engage](http://www.utsc.utoronto.ca/acm/acm-engage).

	<i>Explorers</i>	<i>Ambassadors</i>
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Who is eligible	First year ACM students	Anyone in an ACM volunteer role (e.g. ASO volunteer)
Requirements	<ul style="list-style-type: none"> <li>● Attend minimum 5 events from various ACM disciplines</li> <li>● 1 listed off-campus event</li> </ul>	<ul style="list-style-type: none"> <li>● 20 hours of services</li> <li>● 2 training sessions</li> <li>● Exit Survey</li> </ul>

**ARTSIDEOUT VOLUNTEER CERTIFICATE AND AWARD**

Certificates are awarded to volunteers during After Dark who have completed the following:

- Completed at least 10 hours of volunteer work (at least 4 hours during the festival day)
- Attended at least 2 training sessions
- Attended at least one orientation

The award is presented to the volunteer who have shown outstanding commitment and enthusiasm to the goals, mission, and vision of ARTSIDEOUT.

**40 HOURS OF COMMUNITY INVOLVEMENT (HIGH SCHOOL REQUIREMENT)**

High school students are more than welcome to volunteer in our summer events, which are listed in the Volunteer Manual, to complete their 40-hour requirement.

**TRAINING**

Certain volunteer roles require specialized training. Training dates are offered throughout the summer.

	About	Duration
Installation 101	Learn the basics of how to install and take down artwork safely.	1 hour
AV/Sound training	Learn how to set up equipments, and provide technical support in performance events.	1 hour
Campus Tour Guide	Learn about the spaces on campus that will be used for ARTSIDEOUT.	30 min

## JOIN US ON FACEBOOK!

We have a facebook group for 2018 volunteers - "ARTSIDEOUT 2018 Volunteers", and all who have signed up through the [mailing list](#) are encouraged to join! This will be the primary contact hub between ARTSIDEOUT volunteers and executive members -- where volunteer opportunities are posted as they arise, and where executive members will provide information on event logistics!

## NOTES

<b>When</b>	THURSDAY, OCTOBER 4TH 2018
<b>Where</b>	University of Toronto Scarborough Campus 1265 Military Trail, Scarborough, ON M1C 1A4  Volunteer Headquarters AC 227 (behind the AC 223 lecture hall)
<b>What to bring</b>	<ul style="list-style-type: none"><li>● Comfortable shoes + volunteer shirts!</li><li>● Your copy of the festival program!</li></ul>
<b>Sign in/out</b>	All volunteers must check in 10 minutes before their shift to sign in and receive their ARTSIDEOUT volunteer t-shirt and a briefing of the festival and responsibilities. Volunteers must also check out after their shift.
<b>Volunteer HQ</b>	<ul style="list-style-type: none"><li>● This is where you sign in/sign out of your volunteer shift, or report to if you forgot what your roles are or where you should be</li><li>● This area is monitored by an executive member all day, so volunteers are welcome to leave their coats and bag</li><li>● Pizza, snacks, and refreshments are provided to volunteers all day</li><li>● Feel free to come by before or after your shift to study, read, play board games, or netflix and chill with execs and volunteers!</li></ul>

<p>Other notes:</p>	<ul style="list-style-type: none"><li>● Photos are allowed and encouraged! Follow us on: Instagram (@artsideout_), Facebook (ARTSIDEOUT and ARTSIDEOUT 2018 Volunteers), and Twitter (@artsideout), and share your volunteer experience. We invite you to use the hashtag #ASO2018!</li><li>● If you need documents signed for volunteer programs/hours, bring it with you on the day of your volunteer shift and Mauriene or Julia will sign them for you</li><li>● All volunteers are invited to <b>After Dark</b></li><li>● Feel free to email us or contact us on Facebook with any other concerns!</li></ul>