

LAMBETH ART ASSOCIATION

FLOOR REPRESENTATIVES Job Description

Preparations:

Have the floor rep tags ready (and untangled) on the counter of the kitchen window. Have the sign-up sheet filled and instruct the Floor Reps what is expected of them. Remind the workers before the show what time slots they signed up for.

Duties:

Wear your LAA name tag and the floor rep tag.

Floor reps should position themselves strategically in the show area. If a visitor wants to buy a painting, the floor rep takes it off the wall or rack along with the wall label and accompanies the purchaser to the wrapping desk.

The purchaser is asked to fill out his/her name, postal and email address on the purchaser's forms that are on a separate table nearby. Please check that it is legibly written as this information will be used to send them an invitation to next year's show. (NOTE: The wrapping desk volunteers receive these same instructions, so they can take over if help is needed is needed).

The purchaser takes the address form and the wall label to the office upstairs to make the purchase; floor rep to accompany as needed.

Finally, the floor rep retrieves a replacement painting from the reserves to fill the empty space.

If a visitor is bringing in a beverage, ask him/her politely to drink it in the tearoom.

Be aware of visitors needing assistance.