

LAMBETH ART ASSOCIATION RECEIVING JOB DESCRIPTION

Time: 6-7:30pm the Wednesday before the show
9-10:30am the Thursday morning before the show

Team: 3 receivers, 3 runners, plus a **dedicated label person** (NEW!)

Preparations:

Lead to make sure the volunteer sign-up sheet is filled prior to the show.

Lead to contact **Receiving volunteers** in advance to remind them of their shifts and to let them know what is expected of them.

Lead to gather the original **Submission Forms** and wall labels in advance. Organize both in alphabetical order. **Clip the wall labels to the related form (or put in baggies)**. These will be given to **the dedicated label person** to distribute.

Set up **five** tables total the hall: **One for the dedicated label person who will distribute the forms and labels**, three for receiving, one to put reserve work on.

Have a separate table for unwrapping artwork

Have **three copies** of the master list on hand, as well as three rulers and three-plus pens.

In advance, make 100-plus small masking tape loops – these will be used to attach the wall labels to the pieces. Replenish as necessary. Use a good quality tape like **3M**. Do not use painters' tape.

NOTE: All volunteers should be aware of members needing assistance on the stairs. An accessible outdoor entrance is located to the right of the stage. If this is needed, please work with the member to accommodate.

Procedure:

-We will no longer be using alphabetical groupings; members will go to the first available table.

-Member picks up their Submission Form(s) and wall labels from the label table.

-Member goes to the first available (of three) **Receiving volunteers**.

-Receiver matches the title, medium, price and size with the master list and strokes it off the master list using a ruler. In case of disagreement, **Receiving Lead** checks against the original **Submission Form**.

-Receiver checks the size with a measuring tape if necessary.

-Receiver checks all artwork for proper hanging devices, clean mats, backings, etc. Receiver refuses any work that does not meet criteria.

-If a piece is rejected or not submitted, mark this information on the master sheets. Also mark it on the wall labels. Keep these labels together and hand them to the **Show Coordinator** after all work is received.

-Put the wall label on the artwork. For **framed work to be hung**, put the labels on the back, low down, so if they fall it will into the frame. For glassed work to be hung, labels may be put on the glass. (Never stick labels on Frames that are gold or silver as it may mark them.)

-For **framed Reserve work**, consider taping labels to the wire with removable green painters' tape or tucking them inside the bottom bar of stretched canvasses. (This is in-addition to the use of the good quality masking tape loops.) Lost tags are a frequent problem for Reserve works.

-For all matted works, place the wall label neatly in the top right-hand corner.

-Use two small loops for each label, not just one larger one. Large loops cause the name tag to sag and/or fall off. Make sure the small loops of tape are tightly and firmly stuck to the label and the art so they don't fall off.

-**Runners** to bring processed artwork to the show room. They can grab these directly from **Receiving volunteers**. Pieces for immediate display are to be placed on tables around the show room. Reserved paintings are to be taken to the stage.

-Remember to carry glassed paintings by the sides using two hands. If held by the top, the glass can pop out of the frame.

-After each shift, **Receiving Lead** to mark all the art received on one master sheet; this sheet will eventually be given to the **Accounting Lead**.