

NJS SET-UP AND TAKE DOWN TEAM LEAD (2023)

This position can be done by two people, one for set-up and one for take down.

- Receives information about floor plan, number of quilts etc. from the CQA/ACC Past President and the NJS Team lead a month before the show.
- Works with a minimum of 18-20 volunteers for set-up and take down, and convey this to the Volunteer Team Lead early in the planning process.
- Obtains supplies not already owned by CQA/ACC to carry out the hanging process, such as s hooks, dowels, fishing line, drop clothes etc. Works with CQA/ACC Executive Director on items already available and a budget for items that CQA/ACC will pay for.
- Schedules use of tables during the set-up and take down process. The Executive Director should be informed of the requirements for tables so they can be arranged with show services.
- Trains and supervises volunteers who are working to set-up and take down quilt shows.
- Ensures proper safety precautions and protocols are followed by volunteers using ladders and other equipment.
- Works with the CQA/ACC Past President to ensure the NJS quilts are hung in a suitable gallery like orientation as per the layout provided.
- Ensures that all NJS quilts are accounted for after take-down before handing them off to the NJS Team Lead, who is responsible for repackaging and shipping those quilts that are not personally picked up.
- Attend post conference debrief meeting with CQA/ACC Executive Director and Board of Directors via zoom.