

Volunteer

Handbook

Rosewood Arts Centre
presents

Art ON THE COMMONS

Second Sunday in August

11 a.m. – 5 p.m.



FREE ADMISSION

FINE ARTS AND CRAFTS FESTIVAL

ceramics • digital • fiber/leather • glass • jewelry • metal/stone • mixed media • painting •
photography • wood • works on paper

675 Lincoln Park Civic Commons, Kettering, OH

playkettering.org/aotc

  Play Kettering



CITY OF KETTERING

PARKS, RECREATION AND CULTURAL ARTS DEPARTMENT



rosewood centre

arts

MISSION

Rosewood Arts Centre's mission is to improve the quality of life for all residents of Kettering and surrounding areas by providing enriching experiences in a variety of art forms for people of all ages and cultural backgrounds. Rosewood Arts Centre accomplishes these goals through multi-arts educational programs and classes for a wide range of skill and interest levels, artist studio spaces, exhibitions, performances and major special events. In addition to direct programming, Rosewood Arts Centre encourages program cooperation with area schools and arts organizations, businesses and community programs through cross programming and promotions.

ART ON THE COMMONS OBJECTIVES

- To offer an accessible, fun way for all people to experience high quality artwork.
- To provide a superior experience for event guests.
- To provide rewarding experiences for event volunteers.
- To represent Kettering as the community of choice to live, work and play.

Date:	Second Sunday in August
Time:	11 a.m. – 5 p.m.
Location:	Lincoln Park Civic Commons
Features:	Approximately 100 artists, live music and performances, food
Attendance:	Average attendance each year is approximately 7,000 – 10,000
Presented by:	Rosewood Arts Centre – Parks, Recreation and Cultural Arts, City of Kettering
Cost:	FREE to the public

OVERVIEW

One of the most popular Dayton-area art festivals returns again this August; a staple in the Kettering Arts Community for over two decades! Rosewood Arts Centre presents *Art on the Commons* (AOTC) at Kettering's Lincoln Park Civic Commons on the second Sunday in August. Each year, *Art on the Commons* features fine arts and crafts by approximately 100 talented artists from around the country. Works for display and sale include a juried selection of jewelry, ceramics, paintings, photography, metals, watercolor, sculpture, glass, fibers and wood creations.

Art on the Commons originally began as a fine arts festival at Rosewood Arts Centre in 1988. When Lincoln Park Civic Commons opened in 1991, *Art on the Commons* became a signature event for the park. Each year, Rosewood Arts Centre staff plan, organize and execute the festival, with festival revenue generated from sponsors and artist booth fees supporting the art education programs at Rosewood.

Art on the Commons brings out thousands of visitors to explore fine artwork, hear live music and watch performances. Volunteers are a big part of what makes *Art on the Commons* special and possible; without the help of our community, it simply couldn't happen!

In 2016, we initiated an *Art on the Commons* Committee, co-chaired by Sue Ellen Boesch, a member of the Kettering Arts Council, and Lisa Arzate, a Kettering resident. Working with the community, Sue Ellen and Lisa have made a huge impact on engaging new volunteers and excitement for this incredible, one-day arts event. Our volunteers help us fulfill our mission to support the creativity of Kettering and the region, and contribute to the civic pride of a strong arts culture in Kettering.

Artists return to our festival each year because of the one-day festival format, robust sales, a knowledgeable and art-enthusiastic audience, and the tremendous support of our volunteers and staff.



We spend months preparing for our City's signature art event, and we are grateful for your donation of time, enthusiasm and dedication to *Art on the Commons*.

As a volunteer for *Art on the Commons*, you are crucial in making this a positive, meaningful and creative experience for visitors. Along with representing the City of Kettering, our Parks, Recreation and Cultural Arts Department and Rosewood Arts Centre, we are delighted to include you as a representative of the community of choice to live, work and play!

Art on the Commons is produced by the City of Kettering's Rosewood Arts Centre with the Parks, Recreation and Cultural Arts (PRCA) Department. The festival receives support from other City departments including: Law, City Manager's Office, Engineering, Finance, Information Systems, Police, Public Service, and our own colleagues within PRCA—Fraze, Parks, Recreation. *Art on the Commons* is possible because of these partnerships and their support before, during, and after the festival.



VOLUNTEER RESPONSIBILITIES

- To ensure you have the best possible experience at *Art on the Commons* we will be hosting orientations prior to the festival. Please be sure to sign up, or contact the Festival Coordinator with any questions or concerns.
- ALWAYS report to the AOTC volunteer coordination area or the assigned check-in area before starting your scheduled shift. It is important that all volunteers sign in so we can determine if there are any gaps in our shifts and to know who is on site in case of an emergency.
- Volunteers who register before July 1 will receive an AOTC T-shirt. All volunteers will receive a volunteer badge at check-in. The volunteer T-shirt (if you receive one) and badge must be worn while you are working your shifts. If you do not receive a volunteer T-shirt, please wear a neutral shirt.
- If you plan to stay at AOTC to enjoy the festivities after you volunteer, your T-shirt/badge must be changed immediately after your shift.
- When volunteering, please do not bring your children, friends or anyone else who might distract you. Please make arrangements to meet them later.
- We are counting on you! If you are unable to meet your commitment, please contact the AOTC Volunteer Coordinator or Rosewood staff as soon as possible so that other arrangements can be made.
- Volunteers who do not show up for a shift with no notification given to Volunteer Coordinator or Rosewood staff may not be invited back to volunteer.
- Offensive language is prohibited. Please remember you are representing the artists, Rosewood, and the City of Kettering.
- For those who smoke, please refrain from smoking while on duty. Please take all smoking breaks in designated areas.

- Take customer complaints and concerns seriously. Take the time to listen. Do not hesitate to escort the patron to the AOTC Info Booth to talk with a Rosewood staff member.
- Please be precise in your dealings with others. Make sure information regarding artists, performers, sponsors, volunteers, et al is accurate. When in doubt, ask your Volunteer Coordinator or Rosewood staff. We do not want to give any information to a guest that is not accurate.
- Be sure you are referring to the event as *Art on the Commons*, presented by Rosewood Arts Centre and the City of Kettering.
- Do your best to enjoy your assignment and remember festivals are supposed to be fun. **Your attitude will set the tone for everyone's enjoyment!**
- While the Volunteer Coordinator and AOTC Committee will take the lead in recruitment, scheduling, and retention of volunteers, we should all be cognizant that staffing such an event is a tremendous undertaking. We are excited to create a diverse and growing committee. Feel free to recruit friends or neighbors to help us plan this annual event.

DISMISSAL POLICY

While we certainly understand that our volunteers are spending their free time and are not monetarily compensated, we must require strict adherence to our "Volunteer Responsibilities" as outlined. Failure to do so could result in dismissal as a volunteer from Art on the Commons. Notification of dismissal will be given after a discussion with the volunteer, the Volunteer Coordinator and the City of Kettering's Cultural Arts Manager.

OUR GRATITUDE

Art on the Commons is celebrating over two decades due to the hard work of our staff and our volunteers! Please keep your AOTC volunteer T-shirt, and enjoy designated beverages and snacks during the event.

“Volunteers are the only human beings on the face of the earth who reflect this nation's compassion, unselfish caring, patience, and just plain loving one another.” –Erma Bombeck



VOLUNTEER CHECKLIST

- Complete City of Kettering volunteer application (pick up at Rosewood or download at: <http://www.ketteringoh.org/departments/volunteer/>) and return it to the Festival Coordinator.
- Review *Volunteer Handbook*.
- Sign up and attend a volunteer orientation.
- Arrive 15 minutes prior to your shift.
- CHECK IN at the AOTC volunteer table the day of the event.
- Familiarize yourself with the event and festival layout so you can answer guest questions.
- Dress appropriately (comfortable shoes) and wear sunscreen.
- Bring a snack or money to buy concessions.
- Stay hydrated! Help yourself to free water while volunteering.
- No alcohol, tobacco or foul language while volunteering.
- Have fun!



IMPORTANT CONTACTS

Rosewood Arts Centre
2655 Olson Drive
Kettering, OH 45420
(937) 296-0294

Art on the Commons Festival Location
Lincoln Park Civic Commons
675 Lincoln Park Boulevard
Kettering, OH 45429

Shayna McConville
Cultural Arts Manager
shayna.mcconville@ketteringoh.org

Claire D. Hinde
Art on the Commons Coordinator
claire.hinde@ketteringoh.org

Sue Ellen Boesch
Art on the Commons Co-Chair
aotc@ketteringoh.org

Lisa Arzate
Art on the Commons Co-Chair
aotc@ketteringoh.org

Art ON THE
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Photo credit: Gary Roeckner

A division of the Parks, Recreation and Cultural Arts Department of the City of Kettering, Rosewood Arts Centre is the region's top destination for creative experiences and hands-on activities in the visual and performing arts.



ART EDUCATION
Offering over 400 youth and adult classes and camps every year, Rosewood's professional faculty include instruction in painting, drawing, ceramics, photography, theatre, dance, languages, creative writing and more.



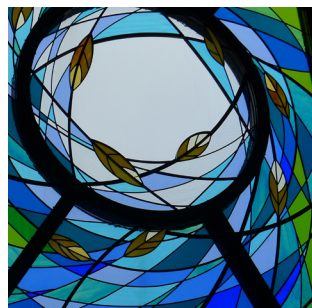
EXHIBITIONS
Rosewood Gallery specializes in the exhibition of contemporary art by local, regional and national artists and is dedicated to promoting the visual arts to audiences in the Kettering and Dayton, Ohio region.



EVENTS
Rosewood Arts Centre organizes several major events each year, including Art on the Commons, Art on the Playground Interactive Youth Festival, A Rosewood Holiday Arts Festival and Comic Book Studio Day.



PUBLIC ART
Public art reflects the legacy of Kettering as a premiere city for its dedication to making cultural experiences readily available to its residents, including through the CitySites Percent for Art Program and the Regional Art Collection at the Government Center.



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