

Voices in Cloth 2024 positions that need to be filled

We all love our quilt show- the colors, the friends, the community and cannot put it on without your help. It is essential we get these jobs filled to move forward with planning Voices in Cloth 2024.

Vendor co-chairs (2 people)

Good email, organization & communication skills to coordinate and solicit new and old vendors. Work with Web Support for the webpages for vendors sign up, show instructions, and important dates. Send out vendor packets via email. Design the booth assignments for each vendor. At the show they will need help with load-in and during the show we need to support them to make their show success.

Opportunity Quilt coordinator (2 people)

Before the show, take the quilts to different venues (other guilds, street fairs & PIQF) to sell tickets. This promotes our show as well as selling tickets. Staff the table to sell tickets at these venues.

Market Place Coordinators (2 people)

This is the retail space for selling member-made sewn items. Some computer skills needed to make lists of items for sale & to keep track when sold. Retail design skills for displaying items as they are sold. Most work is done in the few weeks prior to the show and at the show.

Fabric Postcard coordinators (2-3 people)

Coordinate the purchase of supplies and the hosting of how-to-make-a-postcard workdays. Collect postcards and prepare them for sale.

Public Relations (1 person)

Good computer, design and organizational skills needed. Coordinate the design & printing of publicity materials (postcards, tickets & poster). Recruit geographic area hosts so members can pick up materials to distribute to local shops. Send out press releases promoting the show.

Frame Crew (2 people)

Inventory the chains, poles, hooks etc. Coordinate with the design committee to assemble and distribute the supplies needed to hang the show. Coordinate, train and supervise the hanging of the quilts. After takedown, collect and sort hanging supplies and return them to storage. Most work is done in the few weeks prior to the show and at the show.

Indoor signage (1-2 people)

Most work is done in the few weeks prior to the show and at the show.

Inventory signs from past show(s) and make new signs as needed. Coordinate the hanging of indoor signs & row banners at the show.

Excel and InDesign skills helpful although we may be able to get assistance with this.

Show Photographer (1-2 people)

At the show, after the quilts are hung, photograph each quilt. Crop & edit those photographs and name the file to use on our VIC gallery website.

Volunteer Coordinator (1-2 people)

Determine what volunteers will be needed before, during, or after the show by asking committee chairs. Work with Web Support to update online-sign up forms and reminder emails. Recruit for any “vital” positions that have not been filled by online sign ups, or for which volunteers have cancelled at the last minute. Print name tags for volunteers and put them in badge holders. Collect badge holders after use. Prepare and print lists of volunteers by volunteer name and by job for use at volunteer table. Make EBHQ’s white gloves available on show days, collect them after use, and launder them. Be available Friday set-up day and on show days.