



Open House San Diego | Volunteer FAQs

SDAF is putting out a call for individuals who would like to offer their help as a volunteer for the Open House San Diego event on Saturday October 17th 2015

General Questions about Open House San Diego (OHSD)

What is Open House San Diego?

Open House San Diego is a free annual public event that provides behind-the-scenes access and in-depth information about the architecture and design of dozens of buildings in many San Diego neighborhoods.

What is Open House San Diego's mission?

Open House San Diego spotlights San Diego design and architecture through increased public engagement. It promotes awareness of San Diego's urban environment to a diverse audience and sparks discussion about planning and design.

Who is organizing Open House San Diego?

San Diego Architecture Foundation (SDAF) is organizing the event with the volunteer efforts of design and architecture professionals. SDAF, a non-profit organization, educates the public about architecture and design through events like lectures, tours and exhibitions. Downtown San Diego Partnership is a partner and a site host liaison.

When is Open House San Diego 2015?

Open House San Diego will take place on Saturday October 17th 2015, 10am to 4pm, rain or shine.

Where will Open House San Diego 2015 sites be located?

Open House San Diego 2015 sites will be located throughout downtown San Diego within walking distance of each other.

What kinds of sites will be involved in Open House San Diego 2015?

Sites are based on architecture and design as well as historical and cultural value. Examples include schools, offices, studios, manufacturing complexes, theaters, hotels, skyscrapers and government buildings -- but not private residences.



How can I help as a volunteer?

As a volunteer, you will be providing assistance to building representatives/owners participating in the event, to open their buildings to the public. The assistance of volunteers is vital to making Open House San Diego happen and is greatly appreciated.

What would I have to do?

Our volunteers ensure our visitors have the best possible experience.

The responsibilities of an OHSD volunteer may include:

- Providing visitors with a positive and memorable experience of the OHSD event
- Excellent knowledge of your assigned building and other OHSD buildings within your vicinity
- Recording of the number of visitors at your building and reporting at the completion of your shift via email to OHSD staff/ lead volunteers
- Managing queues and expectations of visitors at your building
- Constantly communicate and inform visitors and volunteers of the current status of your building including wait times; which buildings nearby don't have wait times etc.
- Being active on social media Facebook, Twitter, Instagram etc.
- Supporting and helping the OHSD staff/ lead volunteers by regularly communicating information about wait times and other issues where required/necessary.
- Liaise with and work with building representative/owner at allocated building to ensure set up and operations are as planned
- Set up OHSD promotional material and hand out information as required for your specific building
- Ask visitors to complete the feedback surveys for OHSD

How many volunteers are involved?

We anticipate 80-100 volunteers will be required to staff 30+ sites in 2015.

How much time do I have to commit?

One morning or afternoon 4 hour shift on one day during the event.

**Where would I be volunteering?**

At one of the participating buildings in downtown San Diego that have requested extra volunteer support. Many of the buildings provide their own volunteers. You will be assigned a building in September.

Do I need to have a qualification?

There's no need to have a degree/professional experience in architecture / built environment, all you need is plenty of enthusiasm to help make the event a success. If you are an architecture or built environment professional, or student, you will also be able to share your expertise with the visitors, meet built environment professionals and network.

How do I fit in?

Many people just want to volunteer on the day of the event as a building volunteer. As a building volunteer you will help to organize lines and check in, act as extra security for the building, hand out building factsheets and answer practical questions such as opening times, suggesting other participating buildings close by, and giving more details about the Open House event in general.

We also need volunteers on the day of the event to be responsible for social media, photography and videography.

If you do have experience in the architecture and design field and know or are willing to learn about San Diego's architecture and built environment, then perhaps you would consider volunteering as a building guide at one of the buildings that may demand a more in-depth experience for the visitor. As a building guide you would lead guided tours, talking about the architecture, function and history of the building. Enough research is required to ensure your tour is informative and you are able to answer questions at a level for the lay-person.

There are also many other volunteer opportunities leading up to the event. By participating in the planning prior to the event you may become a lead volunteer and could be part of the core organizing committee. If this interests you, please indicate this on the online form.



What's in it for me?

Many SDAF volunteers have told us that they found volunteering to be rewarding - offering them new experiences and skills, as well as providing a great opportunity to learn more about architecture and the built environment and network within the architecture community. As a thank you for volunteering, you will receive the following benefits:

- A complimentary SDAF annual membership which provides discounts to other events and access to member only events.
- A volunteer priority badge - This will allow you to jump the queues to gain entry to some of the buildings over the weekend (except for those which require reservations).
- Invitation to the Closing Party – location and time to be determined. This is a great opportunity to meet with the organizers of Open House and other volunteers to celebrate the event and thank everyone for their support.

Are my expenses to be reimbursed?

Unfortunately, we are not able to reimburse any expenses (including your travel costs).

I'm interested, what do I need to do next?

Submit your interest via the online form

https://docs.google.com/forms/d/1LoFCF0Kgc7ohLAs5xs5Ik68VL_IL6mduucHo8LB0oEg/viewform

Volunteer placements will be allocated starting in September, so please submit the form by September 12th to ensure a placement.

We will contact you via email if we have any questions about your form. You will receive an email from us in September confirming your participation, your volunteer role and your building allocation. This email will also contain the date for the volunteer briefing in late September/early October

The briefing will provide you with a better overview of the volunteer roles and preparations to be made, and an opportunity to meet other volunteers and the OHSD team. After the briefing, make contact with your building representatives/ owners and introduce yourself. You may want to make a visit to the building prior to the event.

On October 17th, enjoy the event as a volunteer and the rest of the weekend with your priority badge! Then join the other volunteers and organizing committee for the closing party and share your experiences!