



MARTINARTS PRESENTS

ArtsFest

FEBRUARY 11 & 12
GAZEBO PARK, STUART



VOLUNTEER POSITION: Presale Membership Check-In

GENERAL DESCRIPTION

Check-in guests that have purchased the presale specialty drink and membership promotional package. Process any "day of" specialty drink and membership sales.

DUTIES/RESPONSIBILITIES

- Attend volunteer orientation to get acquainted with your job duties, meet the ArtsFest staff and committee, pick up your volunteer t-shirt, and get the inside scoop on what is going on for the weekend.
- FUN is why we volunteer! Smiling is contagious.
- Review presale specialty drink promotion confirmation email for correct day.
- Put wristband on guest.
- Give guest the souvenir cup, indicating both the wristband and souvenir are needed for the bottomless drink which can be refilled at any bar.
- For "day of sales", have guests purchase online using the tablet provided (or via their cell phone).
- Be prepared to take membership applications manually (pen and paper) and cash sales.

REQUIREMENTS

Physical

- Ability to be on your feet and walking for at least 4 hours.

General

- Patience is always a must.
- Enjoy interacting with people.
- Be enthusiastic.
- Ability to quickly and efficiently process cash and credit card transactions to minimize bottlenecks at the check-in location.
- Ability to perform math calculations quickly.

- Ability to multitask.
- Ability to assess potentially negative situations and know when to escalate to the gate captain.

WHAT TO WEAR

- Wear your volunteer t-shirt.
- Dress comfortably for outdoors and listen to the weather.
- Bring rain gear, if rain is predicted – we still need you.
- Don't forget your sunscreen!
- Comfortable shoes are a must as you will be on your feet for most of your shift.

MISCELLANEOUS

- Safety is always the first priority; therefore, we ask that no alcoholic beverages be consumed while volunteering.
- We also ask that you leave your pets at home while volunteering.

While volunteering, please remember to treat everyone, visitors and other volunteers, with courtesy. If problems occur, please contact an ArtsFest Steering Committee Member. We are there to assist you and can be identified by our name badges. During the festival, Steering Committee Members will be checking volunteer locations to make sure everything is running smoothly. Please let them know of any concerns you may have. We want to make your volunteer experience fun and safe, so let us know what we can do to help.