



MARTINARTS PRESENTS

ArtsFest

FEBRUARY 11 & 12
GAZEBO PARK, STUART



VOLUNTEER POSITION: VIP Reception Greeter

GENERAL DESCRIPTION

At the Saturday VIP event, greet and check-in guests as they arrive at the Court House Cultural Center.

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.
- Check-in guests as they arrive and indicate such on the master check-in list.
- Ensure no unauthorized individuals enter the VIP reception between 4:00pm and 6:00 pm. This is a "by invitation only" event.

REQUIREMENTS

Physical

- Ability to be on your feet and walking for at least 2 hours.

General

- Patience is always a must.
- Enthusiasm and flexibility.
- Enjoy interacting with others.

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.