Title: Community Event Volunteer

Department or Team: Public Programs

Responsible to: Director of Public Programs

Works with: Director of Public Programs, External Partners, External Sites and the Public

Description of Role: A Community Event Volunteer provides logistical and administrative assistance for in-person events, provides on-site/off-site event support ranging from event set up, production, and take down; and helps ensure that the Museum of Food and Drink is appropriately represented through all aspects of event promotion and production. This role requires attention to detail, strong organizational skills, creative thinking and a passion for food and culture programming, and contributing to a high-quality guest experience.

Duties/Responsibilities:
- Support MOFAD staff in coordinating and producing high quality events
- Assist with event set up, cleanup and tear down of tents, tables, portable stage, chairs, tables, podium, or equipment (on- and off-site)
- Organize materials and fold programs
- Promote Museum of Food and Drink in the community
- Identify additional outreach opportunities and communicate them to the Public Programs Director
- Assist with events for adults: taking names at the door; serving food and beverages; stewarding at larger events; requesting feedback
- Assist with events for children: helping to facilitate craft, storytelling, and other hands-on activities; stewarding at larger events; requesting feedback
- Greet attendees and answer questions
- Manage the flow of the crowd and check-in of guests at events
- Interact with families and children
- Monitor gallery floor and enforce visitor guidelines during events
- Contribute to a positive visitor experience
- Monitor all event areas and be aware of potential hazards
- Assist with cleanliness throughout events (empty garbage etc.)
- Perform other related duties as assigned

Skills/Qualifications Needed:
- Excellent verbal communication skills
- Excellent interpersonal and customer service skills
- Excellent organizational skills and attention to detail
- Creative and effective problem-solving skills
- Ability to recognize potentially hazardous situations and provide solutions
- Ability to work independently and in a team environment
• Ability to follow instructions and procedures
• Dependable and committed to carrying out your role to the best of your abilities
• Physically able to lift and move equipment and stand for long periods of time

**Desired Experience:**
• Degree in Hospitality, Business, and Event Planning or related field
• At least two years of experience in customer service, retail, event planning, or a related field.

**Training:**
• Initial training and orientation will be provided, as well as additional support and training to be developed as the program grows.

**Time Commitment:**
• Community Events Volunteers are expected to participate in at least two event/tabling opportunities per month but we understand it depends on the timing of community events in your area and your availability.
• Community Events volunteers will typically be asked to commit at least 4 hours per event/tabling opportunity.
• This is a flexible and ad hoc volunteer role for Public Program Event days as needed including the museum's regular hours, pre and post events, some evening work and weekends.
• Community Events Volunteers must be 21 years of age or older
• Community Events Volunteers may commit to helping as much as they are able to by registering for as many or as few shifts from those which are advertised in the MOFAD Volunteer Portal