

# MMOCA VOLUNTEER POSITION DESCRIPTION



Job Title	Films Admissions
Department	Education
Location	MMoCA Lobby
Reports to	Sheri Castelnuevo

## GENERAL POSITION DESCRIPTION

Work front desk for a film program – Rooftop Cinema, Spotlight Cinema, or similar. Films typically are screened on Thursday or Friday evenings.

## SPECIFIC TASKS

- Greet attendees
- Provide information on film(s)
- Sell tickets
- Provide museum membership information and sell memberships

## REQUIREMENTS/QUALIFICATIONS/SKILLS

- Personable, confident, outgoing
- Comfortable working with the public
- Previous cash handling experience
- Basic knowledge of MMoCA, MMoCA membership, and the benefits of membership

## TIME COMMITMENT

- Exact hours vary based upon each film program, but volunteer shift for each typically lasts approximately 2 hours.
- Interested volunteers may sign up for the films as they are announced.
- The volunteer is expected to arrive at least 15 minutes before their shift for training on the evening's programs.

## BENEFITS TO VOLUNTEER

- Gain experience in special event support – greeting, ticket sales, etc.
- Gain experience volunteering at MMoCA.