

# MMOCA VOLUNTEER POSITION DESCRIPTION



Job Title	Halloween Event Assistant – Education and Membership
Department	Education and Development
Location	MMoCA Lobby
Reports to	Sheri Castelnuevo and Elizabeth Tucker

## GENERAL POSITION DESCRIPTION

Assist with MMoCA's activities during the "Downtown Family Halloween" event on Friday, October 28 from 2-5pm. During "Downtown Family Halloween" businesses and organizations throughout downtown open their doors for trick-or-treating and family-friendly activities.

## SPECIFIC TASKS

- One or two volunteers are needed to assist with a Halloween-themed art project for children and families that will be staged in MMoCA's lobby. Tell participants about the project, help them get supplies, etc.
- One or two volunteers are needed to work at an MMoCA membership table in MMoCA's lobby. Provide information about museum membership, and upcoming museum exhibitions and events, especially those geared toward children and families.

## REQUIREMENTS/QUALIFICATIONS/SKILLS

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

## TIME COMMITMENT

- 4 hours on Friday, October 28 from 1:30-5:30pm. (Event runs from 2-5pm. Volunteers will be expected to arrive early and stay late to assist with set-up and clean-up.)

## BENEFITS TO VOLUNTEER

- Gain experience in special event support.
- Gain experience volunteering at MMoCA.