

MMOCA VOLUNTEER POSITION DESCRIPTION



Job Title	Film Admissions
Department	Education
Location	MMoCA lobby
Reports to	Sheri Castelnovo

GENERAL POSITION DESCRIPTION

Sell tickets and provide membership information to visitors attending Spotlight Cinema screenings

SPECIFIC TASKS

- Sell tickets
- Provide general information on the film (information will be provided to the volunteer)
- Provide MMoCA membership information
- Sell memberships

REQUIREMENTS/QUALIFICATIONS/SKILLS

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

TIME COMMITMENT

- 6:15 to 7:15 pm
- Spotlight Cinema dates are Wednesday, September 28; October 5, 12, 19, 26; November 2, 9, and 16. Volunteers may choose to work one or several of the screenings.

BENEFITS TO VOLUNTEER

- Free admission to that evening's screening
- Gain experience in providing service to the public
- Gain experience in volunteering at MMoCA