

# MMOCA VOLUNTEER POSITION DESCRIPTION



Job Title	MMoCA Nights Admissions
Department	Development
Location	MMoCA Lobby
Reports to	Annik Dupaty

## GENERAL POSITION DESCRIPTION

Work front desk at an MMoCA Nights event. Events take place on Friday or Saturday evenings and typically coincide with museum openings, film screenings, and other special programs.

## SPECIFIC TASKS

- Greet attendees
- Provide event information
- 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

- Events take place 6-8 times per year. Interested volunteers may sign up for the events as they are announced.
- MMoCA Nights events typically start between 5:00-6:30pm and end 8:00-9:45pm.
- MMoCA Nights volunteer shifts are typically 1 ½ hours long.
- The volunteer will receive training on the evening's programs upon arrival.

## BENEFITS TO VOLUNTEER

- Gain experience in special event support – greeting, ticket sales, etc.
- Gain experience volunteering at MMoCA.
- Enjoy MMoCA Nights activities at end of shift.