



SAGINAW  
ART  
MUSEUM



TAKE PART  
IN THE ART

**Volunteer Position Title:** Special Event Assistant

**Description of Assignment:**

The Special Event Assistant provides support to Museum staff and committees to set up, run and tear down events and programs.

**Volunteer Responsibilities May Include, but are not limited to:**

- Assist with assigned tasks on day of event in order to create a smooth and successful event
- Setting up tables, chairs, other necessary equipment
- Food preparation and monitoring
- Running art activities
- Selling and/or collecting tickets
- Registering guests for auctions or other promotions
- Assist in keeping track of attendance at event
- Maintain Museum policies and safety during event
- Answer guests' questions regarding the event, museum programs, exhibitions, etc.
- Assist with clean up and tear down of the event

**Requirements:**

- Completes volunteer application and paperwork
- Flexibility to work evenings and weekends
- Maintains communication with Marketing & Outreach Coordinator for scheduling and feedback

**Training and Support Plan:**

- Training will be provided by the Marketing & Outreach Coordinator
- Responsibilities will vary dependent on event; volunteers will be provided specific directions for each event

**Reporting:**

- Reports to Marketing & Outreach Coordinator and/or Museum committee running the event

**Time Commitment:**

- One training session

**Preferred Qualifications:**

- Experience working at nonprofit events
- Experience operating point-of-sale system and handling cash

**Benefits:**

- Personal satisfaction in helping an organization
- Gain experience in special event coordination
- Become an ambassador to a leading arts and cultural institution in the Great Lakes Bay Region
- Meet new people and work together as part of the museum family