



Monona Terrace Community and Convention Center Community Event Volunteer Job Duties and Essential Information

Programs Assistant:

- Warmly welcome event attendees and answer questions at large and small events
- Take attendance
- Event check-in using Eventbrite
- Support event coordinator
- Administer registration/waivers forms
- Run errands
- Work together with other Monona Terrace departments to ensure the success of community events

Mailings:

- Organize, stuff, label, and seal envelopes

Qualifications

- Outgoing, friendly personality that enjoys working with people
- Comfortable working with large numbers of people/crowds
- Enthusiastic about Monona Terrace and its programs
- Flexible to varying assignments and diverse audiences
- Able to work well in a fast-pace environment
- Computer/tablet/Smartphone competency
- Lifelong learner with a desire to discover new information and techniques
- Must be at least 19 years of age



Expectations

- Perform as part of a team of volunteers and staff to provide an enjoyable experience for our guests
- Communicate effectively with Community Relations staff. (Email and phone access required)
- Get to know Monona Terrace, by reading current literature, attending training sessions, and consulting with staff, etc.
- Ability to stand continuously for the duration of time required by the event
- Contribute a minimum of 30 hours of service per year or an average of 2-3 hours a month
- 1-year commitment

Benefits

- "Volunteer only" invites for field trips and events
- Socialize with others who are excited about Monona Terrace and its programs
- Receive a Monona Terrace volunteer t-shirt
- Free parking when you are volunteering
- Experience incredible music, engaging lectures, all while meeting fascinating people
- Enjoy an environment that brings something new every day!

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