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!

Contact: Misty Lohrentz (608)261-4062 or mlohrentz@mononaterrace.com