

Arts Council of Greater Kalamazoo Art Hop Host Volunteer Description

Volunteer Reports to: Director of Development and Programs

Summary: The Art Hop Host will perform a variety of tasks during Art Hop nights on the first Friday of each month. This will include greeting guests, serving drinks and snacks, artwork sales, and other tasks as assigned by the Director of Development and Programs. This position helps to extend the resources in the Arts Council of Greater Kalamazoo to better assist and direct the needs of our patrons.

Essential Duties and Responsibilities

- Greeting guests
- Serving punch, snacks, and possibly alcohol
- Performing sales transactions for artwork sold
- Keeping count of visitors to the gallery
- Providing information about our exhibition and other Art Hop stops

Requirements

- Must be at least 18 years old
- Must present a friendly and personable manner
- Must be dependable and punctual
- Comfortable handling cash, checks, and credit card transactions

Time Commitment

There are two shifts available for each Art Hop Friday:

- 4:30pm-6:30pm
- 6:00pm-8:00pm

Art Hop Friday dates

- December 7, 2018
- January 4, 2019
- February 1, 2019
- March 1, 2019
- April 5, 2019
- May 3, 2019
- June 7, 2019
- July 12, 2019
- August 2, 2019
- September 6, 2019
- October 4, 2019
- November 1, 2019
- December 6, 2019