

POSITION DESCRIPTION

SPECIAL EVENTS & FUNDRAISING TEAM MEMBER VOLUNTEER

As a special event and fundraising volunteer, you will have the opportunity to help our team execute our signature events including our Spring Gala (May), Parking Lot Fundraisers (June and September), *REVEL26* (November) and Soup Bowl 2026 (December). During events, volunteers will be assigned to various activities which will collectively ensure that the event runs smoothly.

Time Commitment:

- Shifts will be scheduled for specific events and time commitments will vary

Duties will vary but may include;

- Assist with event lead up, including making RSVP phone calls to event attendees
- Assist with event set up and tear down
- Serving, bussing, and bartending (Smart Serve is required for bartending)
- Safeguard art installations and enforcing Gallery etiquette
- Facilitate coat check station
- Support our onsite activations, live auctions, and fundraising initiatives

Skills:

- Feel comfortable working in large crowd environments
- Friendly, outgoing and approachable personality
- Ability to volunteer evenings or weekends
- Comfortable making phone calls
- Able to work well in a team environment
- Enjoys meeting and working with a variety of people
- Deliver excellent hospitality service
- Some roles may include lifting or moving heavy objects
- Current Smart Serve will be required to serve alcohol
- Parking Lot volunteers must be comfortable with outdoor shifts

*Daily Parking Pass available during your scheduled volunteer shift