



## **2008 MIDWEST ARTS CONFERENCE**

### **VOLUNTEER JOB DESCRIPTIONS**

#### **Greeter**

**All-Conference Luncheon, Plenary Session, Saturday Brunch, Marketplace Exhibit Hall**

- Put on your friendly face, use your best host/hostess personality, and welcome attendees as they enter the event.

#### **New Colleague Connection Orientation Assistant**

- Assist with checking in and directing new colleagues and mentors to their assigned tables.
- Distribute session handouts (if available) and session evaluations at the beginning of the session and collect evaluations at the end.

#### **People Mover**

**Conference events at the Kansas City Marriott Downtown and Kansas City Convention Center**

- Use your persuasive powers and sense of direction to get people to and from Conference events in your role as human signage.

#### **Professional Development Assistant**

- Attend the entire session and assist session leaders if needed.
- Distribute session handouts (if available) and session evaluations at the beginning of the session and collect evaluations at the end.