



2010 MIDWEST ARTS CONFERENCE

VOLUNTEER DUTY DESCRIPTIONS

Professional Development Assistant

Sessions on Monday, Sept. 13; Tuesday, Sept. 14; Wednesday, Sept. 15; Thursday, Sept. 16

- Attend the entire session and assist session leaders if needed
- Distribute session handouts (if available) and session evaluations
- Collect evaluations at the end and record session attendance

Greeter

Marketplace exhibit hall (Tue., Sept. 14–Thur., Sept. 16)

Plenary Session (Tue., Sept. 14); all-Conference luncheon (Wed., Sept. 15); Brunch (Thur., Sept. 16)

- Welcome attendees as they enter the event

New Colleague Connection Orientation Assistant

Monday, September 13

- Assist with checking in and directing new colleagues and mentors to their assigned tables
- Collect evaluations at the end and assist with room take-down