

## **2010 Indian Market & Powwow Volunteer Positions**

### **Greeter**

This position may be at more than one designated location, but primarily at entrances to the venue. The greeter will welcome patrons, direct them to the admissions area and check admission for artists, entertainers or special guests. You may be asked to stamp hands for re-entry and pass out written material. This is the patron's first contact with the event; therefore it is important that you make the patron feel welcome and comfortable.

### **Money Taker**

This position is located in the St. Vrain Bar. You will be responsible for selling tickets to patrons using a computer admissions system; making change as well as using a cash drawer and credit card machine (you will be shown how to operate the computer and credit card machines).

### **Membership Solicitation**

These volunteers will be stationed in the membership booth at the front entrance to The Fort and will encourage attendees to become members of the Tesoro Cultural Center. You will be responsible for assisting patrons with completion of membership forms, collecting membership fees and using both a cash drawer and credit card machine (you will be shown how to operate the credit card machines). Information about membership levels and benefits will be provided.

### **Powwow Ambassador**

A powwow ambassador will be required to assist the powwow coordinator and participants as needed, and to act as liaison between the event coordinator and the powwow coordinator. It is important that, upon assignment, you introduce yourself to the powwow coordinator to let him/her know that you are available. You will be helping the powwow coordinator make sure only those with parking permits park by the powwow grounds and people are not sneaking into the event through the back gate. In addition to helping powwow participants, you will be asking market attendants to fill out a survey to help Tesoro collect data on our attendance demographics.

### **Artist Ambassador**

As an artist ambassador, your major responsibility will be to assist the artists with their requests. Examples of your duties are as follows: help patrons carry purchases to their cars, provide coffee or water for the artists, cover the artists' booth during the artists' break, answer questions relating to the venue, schedule, etc. It is important that, upon assignment, you introduce yourself to the artists in your area to offer assistance and to indicate where you can be found. In addition to helping artists, you will be asking market attendants to fill out a survey to help Tesoro collect data on our attendance demographics.

### **Floater**

The floater may be a temporary or permanent substitution for any volunteer position as required. The floater should be familiar with all the volunteer positions so that they can assist where necessary. Floaters will serve as supervision for the other volunteer positions.

### **Education Activity Volunteer**

This position requires helping children and adults participate in hands on educational activities, including a necklace making station, a pottery demonstration area, and a Colorado history table. This person will also help with the film festival and storytelling activities in the Bent's Quarters.

### **Tesoro Vendor Booth**

This position requires selling drinks, and snacks to the market patrons. This position will require some money handling.

### **Setup/Takedown**

This position includes assisting with setting up on Saturday and tearing down on Saturday morning or evening. This position requires ability to lift 50 lbs. Setup begins Saturday morning at 8:00 a.m. Take down begins at 5:00 p.m. Sunday evening.