



Kimball Arts Festival Volunteer Lounge Assistant

Job Description Summary:

The Kimball Art Center is looking for an experienced, customer-facing temporary event staff for the upcoming 52nd Park City Kimball Arts Festival. The Volunteer Lounge Assistant will be responsible for overseeing the Volunteer and Artist Lounge, located within the Gateway Center. The Volunteer Lounge Assistant will work directly with the Volunteer Coordinator and other KAC staff to maintain the Volunteer and Artist Lounge through the Arts Festival weekend.

Classification Level: Temporary employee (hourly rate \$13.50)

Reports To: Volunteer Coordinator

Responsibility areas include (but are not limited to):

- Attend volunteer training sessions
- Assist in orientation/training of volunteers
- Have an overall understanding of all volunteer roles and locations for the PCKAF.
- Assist in daily morning Volunteer Lounge Set-Up
- Set-up volunteer check-in processing station/computer
- Greet and check-in all volunteers when they arrive for their assigned shift
- Maintain a clean Lounge throughout the duration of the Festival
- Work with Lounge volunteers to give them responsibilities
- Restock all Lounge snack areas throughout the duration of the Festival
- Train and supervise volunteers throughout the Festival weekend
- Assist in assigning tasks to volunteers according to their abilities and KAC needs
- Assist with managing volunteer flow and staffing needs
- Troubleshoot any volunteer problems (with support from the Volunteer Coordinator)
- Close Volunteer Lounge at the end of each day and follow end-of day procedures
- Assist with preparations for next day
- Never leaves Lounge unless another member of the KAC staff can step in temporarily
- Follow radio etiquette, lost child, and emergency rules
- Control radio usage at all times
- Provide feedback at the end of the Festival

Qualifications/Education:

- Ability to deal effectively and tactfully with a wide variety of people in correspondence, on the telephone, and in person.
- Attention to detail, high standards, and a passion for accuracy
- A professional and resourceful style with the ability to work independently and collaboratively in a team environment.
- Ability to resolve practical problems independently.
- Excellent communication skills, both written and oral.
- Must be a proactive, strategic thinker.
- Comfortable in a mission based, resource-limited environment.
- Competency in Microsoft Office Suite and Google Applications (gmail, docs, sheets) is preferred.
- Familiarity with volunteer best practices, tools and techniques preferred.
- Must be able to lift 25lbs

Work Environment

All applicants must be 18 years or older, be able to lift and carry 25 pounds, be able to work in various weather conditions, be able to traverse the whole of the Arts Festival footprint several times throughout the day, and commit to at least the following schedule:

- *Thursday, July 23rd (4 hrs)*
 - *Work with Volunteer Coordinator on upcoming orientation*
- *Monday July 26th: 4 PM - 9 PM (5hrs)*
 - *Help facilitate Volunteer Orientation (6-8 PM)*
- *Monday, August 2nd: 12 PM - 4 PM (4hrs)*
 - *Art Fest Prep @ Gateway Center*
- *Friday, August 6th: 11 AM– 9:30 PM (10.5hrs)*
 - *Setting up the Volunteer Lounge and checking in volunteers*
 - *Festival hours: 5 - 9PM*
- *Saturday, August 7th – 8:30 AM- 8:30 PM (12hrs)*
 - *AF Volunteer Lounge*
 - *Festival hours: 10 AM - 8 PM*
- *Sunday, August 8th – 8:30 AM - 9:00 PM (12.5hrs)*
 - *AF Volunteer Lounge*
 - *Festival Hours: 10 AM - 6 PM*
- *Monday, August 9th - 10 AM - 2 pm (4hrs)*
 - *Art Fest cleanup*

If interested contact Ashleigh Albrechtsen, Kimball Arts Festival Volunteer Coordinator, at ashleigh.albrechtsen@kimballartcenter.org