

Opportunity Quilt Marketing Job Description

The Opportunity Quilt Marketing Chair coordinates the exhibition of the guild's annual opportunity Quilt and sale of raffle tickets at various venues such as craft fairs, quilt shows, fabric stores, and other guild meetings, as well as the sale of tickets by individual guild members. The job runs from July through February.

Duties

- Register for booths at fairs and quilt shows, solicit volunteers to sell tickets, coordinate set-up and take-down of display, maintain a record of tickets sold and money received at each event.
- Make ticket envelopes for members and have them available at all guild meetings for members to check out. Keep track of tickets sold and money received.
- Arrange for quilt to be displayed in stores. Drop off and pick up quilt. Provide necessary signage, cash box and tickets.
- Arrange to bring quilt to other guild meetings to display and sell tickets. Attend and/or recruit volunteers to attend meetings.
- Attend monthly Quilt Show Committee meetings.
- Write articles for the newsletter, website and quilt show program.

Skills Required

- Must be very organized, detail-oriented and responsible for handling large amounts of cash. Math skills helpful.
- Basic computer skills (word, excel) are helpful for record-keeping and article writing.
- Must have reliable transportation to haul equipment (quilt, quilt stand, raffle ticket drum, table and chairs, cash box, signs, tickets, etc.) Need to have secure place to store these items as well.
- Take photos for future reference.