

# **Sales—Ticket Kiosk Coordinator**

## **Job Description**

**General Information:** Wristbands, tickets and name badges are admission for the duration of the quilt show.

- ❖ All guests coming to the quilt show are required to purchase a ticket.
- ❖ Merchants are admitted free and will be wearing a PVQA-provided name badge.
- ❖ PVQA members who work as volunteers are free IF wearing a PVQA-provided wristband.

Advanced Purchase Tickets are sold through local merchants for approximately 4 weeks prior to and through the weekend of the quilt show. Advance Purchase Tickets may also be ordered by mail order through the Sales-Mail Order Ticket Coordinator.

### **Duties**

- Order ticket booth, 2 chairs, small waste basket, and electric hookup from Equipment Coordinator.
- Order supplies for booth (cash box, pens, etc.) from Equipment Coordinator.
- Work with Volunteer Coordinator to staff booth on set-up and show days.
- Order start up cash from the Treasurer.

### **Set-Up Day (2 people)**

- 5. 8:30 AM set-up admission booth

### **Show Days (3 people at opening)**

- Oversee volunteers for ticket sales.
- Control door access.
- Allow Advance Purchase Ticket holders to come through “EXPRESS” lane.
- Begin selling tickets 15 minutes before the doors open to avoid long lines.
- Direct miscellaneous questions to the membership desk.
- Out of the sight of guests, count money and verify with 2<sup>nd</sup> person before turning over to Treasurer.
- Turn in attendance numbers daily to Quilt Show Chair.

## **Follow-Up**

- For March issue, write short article for the Trailing Threads giving the daily attendance.

**Note:** If unable to complete any of the above, please contact the Quilt Show Chair in a timely fashion.

Updated  
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