The Jazz Station

Job Description/Duties Greeter/Ambassador	**Approved by:** James Anderson
Date Revised 3/28/2022	

Reports To
Manager on Duty

Job Overview
The purpose of this position is welcome guests and musicians. You are the brand ambassador to the Willamette Jazz Society. You may be asked to help the Door and Bar volunteers with restocking needs or kitchen errands that may arise. The Greeter must embody a general spirit of warmth, welcome, and kindness.

Status

❑ Paid

☒ Volunteer

Responsibilities and Duties

First Shift & Second Show

1. Arrive a few minutes before doors open (usually 6:55) and check in with the Manager.
2. Get nametag from nametag wall in back corridor.
3. ***DURING COVID: All guests must show proof of vaccination, ID, or negative test. Greeter may need to help the Door volunteer working through the line to check proof of vaccination. If not comfortable with this, alert manager.***
4. Make sure that a box of masks and hand sanitizer are available in the front by the Door register.
5. Welcome guests and help them find seating as needed.
6. Be informed about Willamette Jazz Society's membership program, donor wall, piano display programs, corporate sponsorships, and available merchandise options.
7. Assist guests with any membership or volunteer sign-ups or information they may need. *If there are people wanting to sign up use extra IPad from back office for signups. Get IPad as needed from manager..*
8. Help with table clean-up required during intermission, including bussing empty glasses.
9. Check in with Bar and Door volunteers to see if you can help with any additional tasks.

For a standard evening show, the Greeter may depart at the start of the second set. However, if there are two shows in a given evening, there may be two greeters. If this is the case, follow the same Shift Instructions as the First Shift. Once the second show has started you may leave for the evening.

Qualifications

- Previous experience working with the public
- Knowledgeable about all WJS mission, membership/donor programs and financial revenue structure (60% revenue concessions/performances; 40% community donations/memberships) (All in Volunteer Handbook & training provided.)
- Works well with others; able to follow instruction provided by the Event Manager/VM
- Must be responsible and have good communication skills

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- Provide positive energy and a welcoming environment for all.