

JOB DESCRIPTIONS

2013

Floor Observer:

- Walk the entire assigned area. Don't stay in just one area.
- Be observant of shopper activity.
- Offer assistance to shoppers.
- Give them a basket for shopping
- Take items to the hold table area after placing a post-it note with shoppers name on the item
- Answer questions
- Call attention to special items (not just yours)
- Transport Jewelry and other small items to the Hold Table for Artisans.
- Report suspicious activity
 5. Check bathroom and hall area every 15 minutes
- Restock supplies if needed
- Report problems
- Be aware of shoppers taking items into these areas
- Keep on the move

Greeter:

- Greet each individual as they arrive.
- Discourage shoppers from exiting through the entrance
- Offer a basket for shopping
- Ask arriving shoppers to fill out a card for the drawing
- Complete the form to be placed on the mailing list emphasizing e-mail address
- Name only if they just want to be in the current drawing
- Inform shopper that drawing happens hourly and you must be present to win.
- Be alert.
- Do not work on craft project at the door.
 7. Count and record shoppers entering the sale.

Exit Greeter:

- Greet each individual as they leave.
- Direct arrivals to the entrance.
- Ask to see leaving shoppers receipt.
- All items should be bagged, or have a special tag indicating the item has been paid for
 4. Mark the sales receipt with the provided felt marker.
- Invite shoppers to put their name on the mailing list.
- Give each leaving shopper a flyer with the dates and information for the next year's show and sale
- Be alert.
- Do not work on craft project at the door.

Security Committee:

1. Provide a schedule for 2 people to stay at the show site, in the morning before the show opens, in the evening after the show closes, and over night, each night of the show.
 - Work with the city and/or other governmental agencies to provide adequate security for the show.

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Security Worker:

1. Work the assigned shift
 - a. Stay at the show site from 9:00 pm until a replacement arrives at 7:00 am. Do not leave until both replacement security arrive.
 - b. Arrive at 7:00 am to relieve overnight security and stay until the show opens at 10:00 am.
 - c. Stay at the show site from show closing until 9:00 pm when over night security arrives. Do not leave until both overnight security have arrived.
2. Check and secure all doors and windows.
3. Check to be sure the building is secure at the end of the show each day.

Publicity Committee:

- Arrange for all paid and unpaid advertising, to include but not limited to newspaper ads, press releases, bazaar guides, guild newsletters.
- Coordinate the design, printing, and distribution of posters, flyers, and postcards to individuals and locations throughout the area.
- Oversee and coordinate the mailing of postcards and distribution of print materials
- Arrange for group shows which serve as advertising for the annual fall show, such as the LMCA display at the Vista House, the Cultural Fair in Gresham, or other venues.
- Submit a disk with layout of adds and other appropriate information to the show chair..

TV & Radio Contact:

1. Contact various media outlets (TV and Radio) by phone, letter, E-mail, in person, or press release to encourage them to cover the LMCA show and/or artisans

Post Card, Posters, & Bookmarks Distribution:

- Develop a list of locations to display poster, deliver postcards, and bookmarks that are different than the locations the artisans place their required 100 items.
2. Keep track of number of items distributed, location and by whom

E-mail List:

- Prepare and update an e-mail list using the raffle tickets and other Artisan input.
- Send e-mails to the developed list as appropriate prior to the show.
- Submit a disk with the complete e-mail list on it to the show chair.

Mailing List Entry:

- Update the computer mailing list using the raffle tickets and other artisan input.
 - 2 Submit a disk with complete mailing list on it to the show chair..

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Web Site Committee:

- Prepare an place on the web a site for the Larch Mountain Country Artisans to include, but not limited to information about the LMCA, “Heart of the Country Show and Sale”, and individual artisans.
- Edit and update as needed

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Social Media Committee:

- Explore and develop information for the social media such as, but not limited to Face Book and Twitter.

Signage Committee:

- Arrange for all external signage needed for the fall show.
- Arrange for printing, placement, location, removal, and storage of picket signs announcing the show
- Arrange for any other signage needed for the show.
- Place any signage prior to the show.
- Remove all signage after the show.

Internal Sigange Committee:

- Arrange for and display all signage needed for the show
- Informational and directional signs
- Signs for individual Artisans to display in their booth
- Display print materials about the artisans provided by the artisans as space is available
- Remove and prepare for storage all internal signage and print material after the show

Sales Table Committee:

- Make arrangements for VISA machine, phone lines, cash register, tissue, bags, etc. (anything needed for the sales table)
- Set up the sales table prior to the opening of the show.
- In cooperation with the LMCA Treasurer, bank each days receipts.
- Run errands needed for the smooth operation of the sales table.
- Assist cashiers during the show.
- Set up the hold table prior to the opening of the show
 - a. Provide Post-It Notes for the merchandise being held
- Tear down sales table and hold table after close of the show. Do not leave until all work related to the sales table is done.
- Tables clothes folded
- Bags boxed
- Tables replaced
- Trash removed
- Cash registers removed
- Tear down sales table before you remove your craft items and booth

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Sales Table Worker:

- 1.Remove tags from purchases.
- 2.Wrap and/or bag purchases.
- 3.Run errands as needed.
- 4.Return baskets to entrance for shoppers convenience.
5. Direct shoppers to the exit.

Hold Table Worker:

1. Organize and keep track of items on the hold table.
- Assist customer as needed to take items to the sales table.
 - 3. Deliver jewelry and small items to sales table when shopper is ready to check-out
- Do not work on craft projects at the hold table.
 - Remind artisans that the hold table is not a gathering place. **3**

Vendor Sales Committee:

1. Overview record and accumulate record of sales by artisans in preparation for commission payments.
 2. Request artisan name, PIN, and commission amount from show chair.
- Work with Sales Table chair and Show chair to maintain sales tag requirements
 - Investigate and report artisan sales problems – theft, shortages, etc.
 - Prepare artisan sales overview report for payout. Give this information to the Treasurer and Show Chair.
 - Prepare artisan sales detailed report (quantity and price) for distribution to artisans.
 - 7. Maintain software and/or process for accumulating and reporting sales.

Decoration Committee:

- Decorate the entrance of the building and any other area designated by the show chair.
- Use lights, greens, and LMCA sign and/or other items as deemed appropriate.
- Remove all decorations after the show.
- Clean the area of any debris after the show.

Staffing Committee: (Limited to one person.)

- Create a schedule for all members who need to fulfill their 8 hour show requirement. using the show staffing request form
- Post the schedule at the show.
- Oversee the sign-in of individuals working their 8 hours.
- Report hours worked to the show chair after the show.

Set Up and Tear Down Committee:

- Set up the show.
- Pick up and deliver the Lattice panels to the show.
- Install the Lattice panels for the show
- Move and arrange tables and chairs as directed by the show chair and the master floor plan.
- Hang lighting as needed.

- Assist in any physical work related to setting up and tearing down the show.
- Tear down the show.
- Remove Lattice and return to storage.
- Replace tables, chairs, and equipment to original locations.
- Sweep and mop floors.
- Sweep, mop, and clean restrooms.
- Do not leave until all tear down and cleaning is done.

Liaison/Hands On Art Committee:

- Coordinate all activities for the “Hands On Art” program for Corbett School District.
- Serve as liaison between the artists, the Corbett Schools, the City of Troutdale, and LMCA.
- Recruit artists from LMCA to serve as artist/presenters to Corbett Schools art classes and program.
- Work with the Corbett High School Art Department to display student work at the annual sale.

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Raffle Worker:

1. Organize the hourly raffle of artisan made items at the annual sale.
 - Have raffle tickets printed, cut, and ready to use at the entrance when the show opens.
 - Have pencils/pens available for shoppers to fill out the raffle tickets.
 - Have a container for the tickets to be placed in.
 - Decide the schedule for the hourly raffle and the order in which the items will be raffled.
 - Arrange for someone to do the hourly raffle.
 - Post the rules for the raffle.
 - Collect the raffle tickets after each raffle.
 - a. Sort and discard unusable tickets.
 - b.. Alphabetize tickets by last name.
 - c. Prepare a report based on the number and where show clients received information about the show
 - d. Deliver organized tickets to computer input person.
 - Clean up raffle area at end of show.
 - Collect raffle items from the artisans.
 - Give a receipt to the artisans for their donation.

Hospitality:

1. Acquire and prepare food and drink items (could include cookies and coffee or tea) to be handed out at the show when lines become long at the sales table
2. Make arrangements for food and /or drink item to be handed out when the lines get long at the sales table
3. Clean up Hospitality items and area after the show

Name Tags:

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- Make and distribute name tags for all individuals working the Heart of the Country Show and Sale.
- Collect inventory all name tags,at the end of the show. Report missing name tags to the Show Chair

M. Smith 8/20/1