

## Gala coordinator job description

### Gala Volunteer Coordinator

The annual QBG Gala is held on a Saturday evening, usually in early September. The event is organized by a diverse group of individuals. These include professionals in fields such as party planning, lighting, and decorating. QBG Trustees and associates provide input of food selection, music, invitations, and scheduling, etc.

A QBG Docent recruits volunteers to assist with set-up prior to the event and act as hosts the night of the event. The title of this docent position is "Gala Volunteer Coordinator."

#### Duties:

1. Attend all committee meetings. Committee meetings are held once a month, in the evening, for approximately 2 hours, from March through September.
2. Keep a file of all pertinent information so that the job may be easily passed to another docent after your term is complete.
3. Determine how many volunteers are needed the night of the Gala. See sign-up sheets from previous Gala's for clues.
4. Solicit volunteers to help with set-up and to work the night of the Gala.
5. Ensure that lunch is available for volunteers working on set-up.
6. It has been suggested that volunteers be easily identified by guests on Gala night. Determine how to accomplish this.
7. Gala night: ensure that all volunteers are at their stations, and that volunteer interfaces are smooth.
8. Gala night: arrange for extra food to be brought to an area (Larabee House) so volunteers may snack while guests are getting situated in the tent.
9. Send thank you notes to all volunteers immediately following the Gala. Suggestion: have all members of the Gala Committee sign the note. (This may require bringing the notes to multiple meetings.)

#### Specific Skills:

- Email a must
- Organization skills are very helpful

#### Time Required:

- March -- June: 2 hours per month (meetings)
- July: 4 hours, begin recruiting volunteers
- August: 12 hours, recruit volunteers, prepare name tags, thank you notes, etc.
- September: 50+ hours, final preparation. Full time on Thursday, Friday & Saturday of Gala week

#### Recommended Term:

Two years, more if desired.