

Job Responsibilities

Admissions Lead

Role Description

Establish and manage Quilt Show entry process for all show guests, guild members and show support members. Even though in one place, this is a fairly physically demanding job.

Timeframe

Beginning with Quilt Show Kickoff Meeting through Post Show Review Meeting.

Primary Responsibilities

Before the Show

- Engage the needed number of committee members.
- Attend Pre-Show meetings as requested.
- Set meetings for your own committee as necessary.
- Work with the quilt Show Treasurer to understand admissions cash handling procedure.
- Ensure that Committee members are able to handle money, and that they have good people skills.
- Work with Staffing Lead to ensure coverage for all show hours for your committee activities.
- Retrieve Admissions container from storage and check for needed supplies – wrist bands, pens/pencils.
- Submit Committee financial requests to the Quilt Show Treasurer for payment.
- Ensure that appropriate signage for admission donations is requested from the Signage Lead
- 1 month prior to the show Inform Layout Lead of needed tables and chairs. Enough to accommodate Admissions and Package Check-in. View sample in the Layout Section

During the Show

- Assist the Printing Lead by stuffing “Winners List” in program on Thursday.
- Assist the Ribbons & Awards Lead by stuffing “Viewer’s Choice” in programs.
- Place a recycle bin near the exit to collect and recycle programs.
- Place interior signs as needed. Work with Interior Sign lead to make sure signs are complete and correct.
- Set up the Guild computer and printer for use by Admissions and Chairs.
- Greet show guests when they arrive
- Provide Programs to show guests
- Take guest admission donations
- Provide oversight and security for the admission donations per procedures established by the Quilt Show Treasurer until they are turned over to the treasurer.
- Check the recycle bin regularly and “refresh” the supply of Programs from it.
- Remind guest to take “selfie” for readmission on the 2nd day.

- Assist any guest who would like a selfie but may not have the ability by taking the photo for them and providing them with a hard copy
- 3:30 on Saturday, return supplies to supply box and note anything that needs replenished.
- At the close of the show, count the Viewer's Choice ballots in conjunction with Ribbons & Awards Lead.

After the Show

- Bring any issues to the immediate attention of the Quilt Show Chair and Quilt Show Treasurer.
- Attend Post Show Review Meeting.
- Document what worked well as well as opportunities for improvements.
- Submit itemized income and expense report to Quilt Show Treasurer prior to final show meeting, as applicable.
- Submit any final financial requests to the Quilt Show Treasurer for payment.

Supplies Needed

- Cash box supplied by Cash Control
- Guild computer, printer and paper
- Programs
- Signage:
 - Welcome sign
 - Admission \$10 donation,
 - We accept cash, charge or Zelle.
 - Take a selfie for free re-entry today or free admission tomorrow. Ask for assistance if needed.