

Staffing Lead

Role Description

Support each Committee with staffing resources and provide guidance to ensure all areas of the quilt show are adequately and appropriately staffed throughout the Quilt Show.

Timeframe

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

Primary Responsibilities

Before the Show

- During planning phases, determine major milestones and establish target dates for completion.
- Identify and engage the number of committee members required to complete your area of responsibility.
- Attend Pre-show meetings as requested.
- Set meetings for your own committee as necessary.
- Ensure that selected Committee members are computer literate and able to work in SignUp Genius.
- Provide regular reports to the Quilt Show Chair who provides support to your committee.
- Working with Leads, ensure that staff understand their schedules, roles and responsibilities.
- Submit Committee financial requests to the Quilt Show Treasurer for payment.

During the Show

- Work with staff and Leads to resolve any staffing issues throughout the show, including missed shifts or vacancies.
- Check in staff members as they arrive for their scheduled shift.
- Provide and track aprons to staff.
- Maintain accurate schedule and staff attendance.
- Track volunteers who work shifts and provide information to Admissions so the volunteer receives free show entry.
- Responsible for being present for every volunteer shift change and for making sure that those volunteers understand their responsibilities.

After the Show

- Attend Post Show Review Meeting.
- Provide input (report); 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.