

2016 Pebble Beach RetroAuto Volunteer Job Descriptions

Please note that all of these positions require that you stand for hours at a time and while we will provide break times, you will not be allowed to sit during your shift as you will not be able to effectively serve the public.

Greeter

Retro Auto Ambassador! You are the first person that the public comes into contact with at Retro Auto. Greeters are positioned in several areas from outside the Spanish Bay Inn door, inside ballroom and in the halls. Your main job is to welcome visitors and answer questions. Work with Volunteer Coordinator and RetroAuto Manager to alert them to all incidents, lost items and traffic flow issues. Do not keep any items found – give to Floor Manager for storage in RetroAuto office. Other duties as assigned. Greeters will be moved around during your shift to allow for variety and fun!

Unloading Traffic Coordinator/ Barricade (outside)

- Greet vendors as they arrive in loading area adjacent to Retro tent.
- Control traffic flow by limiting unloading vehicles to 3-4 at a time.
- Direct vendors to vendor parking lot after unloading. Unloading should be limited to about 1/2 an hour. Restrict access in the front of the Ballroom outside SB. Other duties as assigned.

Set-Up Assistants (inside)

Help with set-up as needed, assemble bookcases and tables, arrange furniture, place/hang signs, assist vendors, newsstand, load programs, etc.

Loading Traffic Coordinator (outside)

- Control traffic flow by limiting reloading vehicles to 3-4 at a time.
- Direct vendors while waiting to truck holding area. Reloading should be limited to about 1/2 an hour. Other tasks as assigned.

Poster Sales

- Handle all poster sales for the PBC Concours staff. Take credit card sales using the computer terminal, cash and checks and document sales of posters and keep tab of the inventory. Roll posters and insert into tube.
- Other tasks as assigned, sell raffle tickets for auction item benefiting FNM.
- RetroAuto volunteers will staff a poster sales booth on Saturday and Sunday (event day) on Peter Hayes hill where Concours attendees will walk by to get down the event site. Set up the booth in early morning, sell posters and maintain a will call for pre-purchased posters until 5:30pm.

Please note that we will do all that we can to accommodate the date and time and position that you request, but shifts are not guaranteed. First Night Monterey will have a volunteer meeting this year at our office, 542 Archer Street. You are required to attend this meeting to volunteer this year.