



STUDIO SHOWCASE RAFFLE CHAIR JOB DESCRIPTION

Position Summary:

Raffle Chair is responsible for working with Danceworks staff to plan and execute the Studio Showcase raffle. Raffle Chair will be assisting with mailings to solicit sponsors for items, putting together displays, creating raffle item descriptions, and managing the raffle on the day of Studio Showcase tentatively set for June 8, 2019. This commitment would begin in February and end on the day of Showcase.

Skills:

This job is for a highly motivated, enthusiastic, and detail-oriented individual comfortable with donations and carrying out effective follow up. Individual should be familiar with how raffles are conducted. Experience in planning of events and the ability to apply basic management skills is preferred.

Accountable to:

Raffle Chair will work alongside numerous Danceworks staff, and report to Danceworks Development and Volunteer Coordinator, Maggie Seer.

Responsibilities:

- Coordinate with sponsors to solicit raffle items (solicitation letter is written by Danceworks and signed by Raffle Chair)
- Coordinate with donors to get item description, value, and other information about donated items
- Pick up donated items from sponsor locations that cannot be mailed to Danceworks, and send follow up reminders to individuals who agreed to donate
- Create signage and ticket bins for raffle table - *Raffle Chair will have access to all materials and equipment at Danceworks offices for raffle purposes*
- Attend meeting(s) with Danceworks staff to discuss and plan Studio Showcase raffle if necessary (possible 1-2 meetings at Danceworks)
- Oversee transportation of items to Studio Showcase, work with staff to set up on Studio Showcase morning
- Oversee raffle ticket sales and operations, remaining available in raffle area throughout Studio Showcase to supervise (roughly 10:30 am – 6 pm)
- Collaborate with Danceworks staff on thank you notes for all raffle donors