

# Assignment Descriptions

## Fiesta San Antonio 2012

### Office Help/Telephone/Mail outs

1. Tasks may include clipping newspaper/magazine articles, running the copy machine, filing, reviewing files for archives, shredding or working on research projects. Basic computer knowledge is an asset.
2. Answering the telephone and directing calls to the appropriate staff person or appropriate referral number. Greet and assist lobby clients.
3. Assist with first class and bulk mailings at various times during the year. Tasks may include folding letters, stuffing and sealing envelopes, attaching address labels, sorting and keeping a zip code tally, and using a postage meter machine.

### Crafts

Assist in the production of handcrafted merchandise such as Fiesta jewelry, hair items, specialty corsages, various children's items and a variety of door and table decorations for sale in The Fiesta Store.

### Merchandise

Assist with various tasks such as folding tee shirts, polo shirts and tote bags; packaging medals and other merchandise; counting and pricing merchandise. All items will be for sale in The Fiesta Store.

### The Fiesta Store

Greet and assist customers towards the selection of Fiesta merchandise for purchase. Restock shelves and help to maintain the overall appearance of the store. The Fiesta Store hours are 10 a.m. until front office closing of 5 p.m. through December 31<sup>st</sup> and 6 p.m. beginning the 1<sup>st</sup> of January. Quality customer service is a plus.

### Centralized Ticket Sales

Volunteers sell event tickets to customers, beginning Friday March 30<sup>th</sup> through Wednesday April 25<sup>th</sup> including Saturdays and some Sundays. Sale hours are 10 a.m. to 6 p.m. weekdays and 10 a.m. to 3 p.m. on weekends. Writing out hand receipts and money handling is involved with extreme accuracy needed in the use of a portable credit card machine. Receipts, money and inventory must be accurate. Quality customer service is a plus.

### Corporate Sales

Pre-arranged sales of limited quantities and variety of Fiesta merchandise take place at various local businesses, the local Stock Show & Rodeo and the local Home & Garden Show. Days and hours vary. Tasks include the preparation and transport of merchandise to sales locations, setting up an attractive display area, assisting customers with purchases, writing out hand receipts, money handling (i.e., cash, checks, portable credit card machine) and follow-up inventory. Receipts, money and inventory must be accurate. Quality customer service is a plus.

### Outreach

1. Assist PMOs (Participating Member Organizations) with projects as needed. Tasks may include mail-outs, event registration, event ushering, event ticket and/or merchandise sales.
2. Assist various local community programs (i.e., Elf Louise, San Antonio Youth Council, NCLR) as a representative of the Fiesta San Antonio Commission, Inc. Tasks vary.