

Job description

Hospitality Coordinator (Hostess)

Hospitality Coordinator is responsible for receptions at all TAA events and openings. He/she is overlooking other hostesses (*volunteers to help with receptions*). This position is a “year-round position” and the name of the coordinator will be listed in the newsletter *Artline* with his/her phone number. The purpose is to first secure refreshments if it’s applicable, to greet and welcome members and guests.

The Hospitality Coordinator will communicate directly with Chair in charge of TAA event, (*in most instances with Exhibition Chair*). They need to work closely together.

He/she is responsible to coordinate and recommend volunteers to help with any and all exhibitions sponsored by TAA using the membership roster. (*The TAA roster numbering system provides information about members that are willing to volunteer and in which area.*)

Before each TAA exhibition/event:

- 1. Finds out from the chair what help he/she will need.**
- 2. Contacts active members who volunteer to help with receptions** (*inform them of their responsibilities*).
- 3. Gives names with phone numbers and emails of volunteer hostesses to the Exhibition Chair via phone or email for further assignments –time slots available.**

Can also obtain on behalf of TAA:

- Food and wine donations
- Purchase dry goods (napkins, plates, cups)
- Purchase as needed, any additional food and wine

After the exhibition/event:

Makes sure that all volunteers helping with the exhibition will get recognition for the help provided