

Central Alberta Theatre

Position Description

Merchandise Vendor

The Merchandise Vendor Role at the Memorial Centre

A person selling merchandise for shows at the Memorial Centre for Central Alberta Theatre will be responsible for selling the artist's or group's merchandise before and after the show, and during the intermission. The artist or group will provide the pricing structure.

Reporting

Merchandise Vendors take direction from and report to the Volunteer Manager and the artist/group.

Etiquette

- Treat patrons, visitors, artists, and staff with respect and courtesy
- Maintain a professional and courteous manner during all transactions
- Conduct yourself in a manner that portrays a positive image
- Arrive on time and stay throughout your entire shift
- Contact the Front of House Manager as soon as possible if you are unable to work your scheduled volunteer shift
- Do not report for duty under the influence of alcohol or drugs

Duties

Merchandise Vendors must

- Be familiar with Memorial Centre emergency procedures. Those are contained in your volunteer handbook.

A Merchandise Vendor shift starts one and a half hours prior to show time. The start time for each show will be identified on the volunteer schedule.

Merchandise Vendors will

- Count the merchandise float and verify with the Front of House Manager
- Count merchandise with the Front of House Manager if required
- Arrange merchandise on tables or display racks
- Remain at merchandise table at all times (Front of House Manager may relieve you for breaks)
- Count merchandise remaining at the end of the show with artist representative and Front of House Manager if required
- Return the float to the Front of House Manager

