**Marketing Volunteer Description**

**Title**: Marketing Volunteer

**Reports to**: Vice President of Marketing and Patron Experience

**Department:** Marketing

**Summary:**

The Charlotte Symphony marketing department seeks high-energy volunteers to assist with general office help as well duties during regular season and summer concerts. While the needs change throughout the season, we prefer volunteers who can commit on an ongoing basis to ensure the professionalism and consistency that our patrons expect. A passion for the arts and patron engagement are preferred. Volunteers will work alongside staff representing the Charlotte Symphony.

**Assist with following duties and responsibilities:**

* Handing out programs and collecting tickets
* Distributing flyers to area locations to help promote upcoming concerts or events
* Setting up lobby table at concert hall and help greeting patrons
* Organizing and distributing information for ticket holders
* Stuffing bags or envelopes for various giveaways
* Selling tickets on site at alternative concert venues (Symphony Park, brewery, church, etc.)
* Represent Symphony at community events

**Requirements**

* Excellent communication skills
* Flexible hours preferred