



## **VOLUNTEER JOB DESCRIPTIONS**

### **FRIDAY – JULY 13**

#### **Transport/Load In**

- Pick up auction items and supplies and transport to Methven Family Vineyards
- Pick up wine at Oregon Wine Services storage and transport to Methven Family Vineyards
- Provide transport vehicle (e.g. pickup or delivery truck) if possible – otherwise we will rent one
- Unload items and wines at Methven Family Vineyards and place in appropriate areas
- Must be able to lift up to 50 pounds including cases of wine

*Dress for this position is comfortable attire such as jeans, tennis shoes, etc.*

#### **Set Up - General**

- Assist in the pre-event set up at Methven Family Vineyards on Friday
- Place auction items in designated locations
- Place wines at designated pouring stations
- Assist in set up and placement of tables, chairs or other equipment as instructed

*Dress for this position is comfortable attire such as jeans, tennis shoes, etc.*

#### **Set Up - Live Auction**

- Assist in the pre-event set up at Methven Vineyards during the day on Friday
- Place auction items in correct numerical location and verify items against the catalog
- Transfer wine, supplies, props, or other items to their appropriate locations
- Keep boxes or other containers together in numerical lot order after item removal
- Once set up is complete, transfer boxes/containers to the Holding Room and place in numerical order

*Dress for this position is comfortable attire such as jeans, tennis shoes, etc.*

#### **Set Up – Super Silent Auction**

- Assist in the pre-event set up at Methven Vineyards during the day on Friday
- Place auction items in correct numerical location and verify items against the catalog
- Transfer wine, supplies, props, or other items to their appropriate locations
- Keep boxes or other containers together in numerical lot order after item removal
- Keep boxes in numerical order under tables to replace items for take home
- Perform other duties as requested by team leader, volunteer coordinator, or auction director

*Dress for this position is comfortable attire such as jeans, tennis shoes, etc.*



## **VOLUNTEER JOB DESCRIPTIONS**

### **SATURDAY – JULY 14**

#### **Water & Ice Pick Up**

- Use of personal vehicle to pick up cases of bottled water at designated locations
- Pick up ice at designated location
- Transport water and ice to Methven Vineyards
- Assistance will be provided to help unload and place in appropriate locations
- Must be able to lift 25 pounds or more

*Dress for this position is comfortable attire such as jeans, tennis shoes, etc.*

#### **Set Up – Signage**

- Place signage in designated indoor and outdoor locations
- Includes signage hung from tent frames, placed on easels or by other means
- Must be able to reach and use ladder for some installations

*Dress for this position is comfortable attires such as jeans, tennis shoes, etc.*

#### **Patron Party Concierge**

- Welcome and assist guests who are attending the pre-auction Patron Party
- Patron Party guests are sponsors, VIPs and others who enjoy an exclusive party prior to general admittance
- Assist guests who have special needs

*Dress for this position is business casual attire*

*Requires standing and walking for approximately one and one-half hours*

#### **Greeter**

- Welcome guests, answer questions, give directions to coat check, registration, live auction, silent auction
- Encourage guests to register and obtain bidder number before proceeding to silent auction area
- Assist guests who have special needs such as disabilities, too much to carry, restroom location, etc.

*Dress for this position is business attire*

*Requires standing and walking for approximately two hours*

#### **Silent Auction Attendant**

- Work a designated area of the Silent and Super Silent Auctions
- Answer questions and encourage auction guests to bid
- Monitor bid sheets
- Guard auction items against theft
- Ensure no further bids take place after Silent Auction closes
- Stay at your post until the Silent Auction closes and guests have moved to the Live Auction area
- Assist in moving the Super Silent auction items to the back of the dining space
- Assist in conversion of silent auction area into the Holding Room/Will Call

*Dress for this position is business or cocktail attire*

*Requires standing and/or walking for approximately three hours*



## **VOLUNTEER JOB DESCRIPTIONS**

### **Holding Room/Will Call Attendant**

- Assist in conversion of the silent auction area to the holding room at close of silent auction
  - Assist in moving Super Silent auction items to Will Call at close of Super Silent (during live auction)
  - Divide holding room area into sections as designated by Holding Room Supervisor
  - Repack auction items into proper boxes
  - Be sure wine boxes are kept with appropriate lot number in order for repackaging to send home with bidder
  - Fill item orders based on customer's bidder number and place in bag or other receptacle for take home
  - Bidder must have receipt in order to pick up items
  - Bidders purchasing large quantities or items such as furniture may opt to have their purchases delivered post-auction or picked up at a pre-determined location. Provide them with the information for this purpose.
  - Help clean up holding room and assemble remaining items for storage/transport after guests have departed
- Dress is black or khaki slacks and white shirt/blouse – comfortable shoes – no jeans*  
*Must be able to lift 25 pounds*  
*Requires standing and walking for approximately four hours*

### **Live Auction Runner**

- Work in the dinner/event space during the live auction
  - Stand at the side of the stage as auction lots are being sold
  - Take live auction paperwork from recorder to the cashiering area
  - Return to your post quickly
  - Runners are required to remain at their post until the end of the live auction
- Dress for this position is business casual attire*  
*Requires standing and walking for two or more hours – wear comfortable shoes*

### **Will Call Runner**

- Take paperwork back and forth between holding room/will call and cashiering areas
  - Other tasks as needed
  - This position does not help bidders carry purchases to their vehicles
- Dress for this position is business casual attire*  
*Requires standing and walking for one to two hours*



## VOLUNTEER JOB DESCRIPTIONS

### SUNDAY – JULY 15

#### Load Out/Transport

- Help pick up signage, supplies and leftover materials and assemble them in orderly manner for transport to auction storage
  - Assist in monitoring event space and other areas to ensure all items have been cleared
  - Basically, just hanging in there until it's over and done
  - Take items to designated auction storage location
- Must be able to lift 25 pounds*  
*Dress for this position is comfortable jeans, tennis shoes, etc.*

#### Clean Up

- *Not a glamorous job, but very important and much appreciated.*
  - Move remaining items and supplies from event area and prepare for transport
  - Help pick up signage, supplies and leftover materials and assemble them in orderly manner for transport
  - Assist in monitoring event space and other areas to ensure all items have been cleared
  - Help take items and supplies to loading area and place in transport vehicles
  - Basically, just hanging in there until it's over and done
- Must be able to lift 25 pounds*  
*Comfortable dress, jeans and tennis shoes*