

# Volunteer Position Description

**Position Title:** Survey Collector for Arts & Economic Prosperity Study

**Department/Division:** Office of Cultural Affairs

**Purpose:** Need help of volunteers to conduct surveys at various arts events (performances, exhibits, festivals, etc.) around town.

**Requirements:** Must be 18 years or older, able to stand for 2+ hours, and have friendly, outgoing personality when approaching arts patrons.

**Task:** Volunteers will ask arts patrons to conduct an on-site audience-intercept survey (taking approximately 2-3 minutes to complete) and provide patrons with information about the Arts & Economic Prosperity Study. Volunteers will be equipped with name badge, clip boards, pens, surveys, a script, and an informational packet about the study should patrons have further questions. Volunteers will place completed surveys in labeled envelope to return to the Office of Cultural Affairs.

**Dates:** Dates of arts events may vary through the end of 2016. Will typically be between the hours of 5:00-9:00 p.m. Weekday and weekend dates.

**Location:** Location of arts events will vary.

**Volunteer will report to:** Sarah Dresser, Program Specialist for Office of Cultural Affairs, 874-6387, [sedresse@gocolumbiamo.com](mailto:sedresse@gocolumbiamo.com)

**Number of volunteers needed:** 2-3 per event

**What to wear:** Dress “smartly” – business casual for indoor events (performances, exhibits, etc.), can be comfortable business casual for outdoor events.

**Special Note:** See attached document for more detailed information about the study as well as instructions for audience-intercept survey collectors.

**To learn more:** Contact Sarah Dresser at 874-6487 or [sedresse@gocolumbiamo.com](mailto:sedresse@gocolumbiamo.com).