

## KCPT Auction Job Descriptions

**Phone Bank:** Take phone bids from viewers. **Requirements:** Good eyesight, good hearing and legible handwriting. **25 volunteer openings per shift.**

**Bid Runners:** Pass bids from phone bank to the appropriate Bid Entry Volunteer **Requirements:** must be able to spend long periods of time on your feet, constantly moving. **3 volunteer openings per shift.**

**Bid Sorter:** Sort bids from high to low after the Bid Entry Volunteers enter into the computer. **Requirements:** Quickness and accuracy. **10 volunteer openings per shift.**

**Bid Entry Volunteer:** Enters bids into the computer. **Requirements:** Comfortable with computers and good data entry skills are a MUST. **5 volunteer openings per shift.**

**Display:** 3 volunteers display merchandise on air while the other 3 make sure the next items are ready to be shown on air. These positions can rotate as desired. **Requirements:** Ability to stand for long periods of time. Must dress in dark clothing (all one color w/ long sleeves). Need clean hands and nails. Required rehearsal meeting. **6 volunteer openings per shift**

**Information Phones:** Answer viewer questions about on-air items. **Requirements:** Computer skills, customer service skills and good hearing. **3 volunteer openings per shift.**

**Staging:** Enters item numbers into computer in the order they'll be shown on air, moves filled carts to studio, takes items from cart and places items on correct staging tables (in studio), takes displayed items and packs them back in boxes, making sure paperwork is correct with item and moves cart to elevator. **Requirements:** Must enjoy a fast-paced atmosphere and possess organizational skills. **7-8 volunteer openings per shift.**

**Logistics:** Move merchandise in grocery carts using freight elevator. Re-shelve items for Pick Up and Pay. **Requirements:** Ability to handle heavy and fragile merchandise with care. **5 volunteer openings per shift.**

**Canteen:** Replenish supplies and food as needed. **Shift starts ½ hour BEFORE stated shift times. 3 volunteer openings per shift.**

**Confirmation Phones/Computers:** Call and confirm the high bidder after merchandise is sold. Enter sales information into the computer and give out pick up and pay information. This shift starts ½ hour after the stated shift times. Late shift goes until all sold items are confirmed. Usually ½ hour after auction ends. **Requirements: Valid Photo ID and legible handwriting. 10 volunteer openings per shift.**

**Filer:** Keeps the bid slips and buyer information in correct order. **2 volunteers per shift.**

**Data Entry:** Enter all sales information into the computer after high bidder has been confirmed. Shift starts 1/2 hour after stated shift times. Late shift does not leave until all of the sales are entered. Usually 1/2 hour after auction ends. **Requirement: Computer, typing skills. 2 volunteer openings per shift.**