

Great TV Auction Description of Areas

Telephone Bank: Phone Bank operators take incoming calls and bids from viewers during the Great TV Auction. They complete the bid form online and submit it so all bids can be tabulated electronically in the PIT area. Training is provided during each shift. For more information on the telephone area contact Volunteer Services at 414 297-8009. *Shift times are, 2:00 – 7:00, 6:00 – 11:00 PM.*

PIT Area: The PITS have a variety responsibilities including, proofreading the information for the electronic boards, board managers, board organizers, online bidding, proxy bidding and much more. For more information on contact Volunteer Services at 414 297-8009. *Shift times are, 2:00 – 7:00, 6:00 – 11:00 PM.*

Commissary: Do you like working with food? Well if so, commissary is the place for you. Volunteer's pick-up donations of food, prepare and serve food, dishes and kitchen clean-up along with the commissary eating area and trash removal to the outside dumpsters. Late night volunteers secure the commissary and finish last minute clean-up. Snacks in the evening are now part of the Late Night Café. *Shift Times: 11:00 – 4:00, or 4:00 – 8:00*

Confirmation Phones: The confirmation area of the Auction is where as volunteers you contact our winning bidders, verifying addresses, items and inform them of shipping options. This area has regular telephones with some computer skills required. *Shift Times: 9:30 – 2:00, 2:00 – 6:00 and 6:00 – 10:00*

Customer Service Phones: The volunteers in this area answer questions prior to, during and after the Auction, ranging from how to donate, when it will be on air and to assist in shipping. This area begins working April 3 through May 10th. *For information on specific shift times, please contact the auction site at 414-297-7036 and ask for Jeff or Ray.*

Greeters Desk: Volunteers at the greeter's desk assemble name tags, provide direction, escort volunteers to specific areas and perform data entry of volunteer data. The greeter's desk is open, April 28 – May 6. *Shift Times: 9:30 AM – 2:00, 1:00 – 8:00 PM*

Pick Up and Pay, Shipping & Outlet Shop: This is where the public or viewers come into the Auction site to pick up their items and pay for them. Volunteers greet patrons, collect information, run to the warehouse to find items, serve as cashiers and finally deliver the items to our customers. Training is required and a schedule will be made available to you during your confirmation for this area. Volunteers are NEEDED through **MAY 12** in these areas. *Shift Times: 10:30 – 4:00, 3:30 – 8:00. (Sundays only are 10:30 – 6:00)*

Table Staging: Volunteers setup the displays of merchandise to be shown on air during the auction, then re-package the merchandise and takes it back to the warehouse where it is stored for the winning bidder. Training for table staging is traditionally scheduled during the week prior to the Auction. Your confirmations will alert you to the training dates and times. *Shift times are, 2:00 – 7:00, 6:00 – 11:00 PM.*

Casting Director (TV Puller): The casting director moves through out all areas of the auction asking individual volunteers, to be table captains during the live TV auction. *Shift times are, 2:00 – 7:00, 6:00 – 11:00 PM.*

Warehouse: Volunteers locate items from the various warehouse areas including general & multiples. Note: Art is located by art department volunteers. During auction week these volunteers pull items to be presented on air by board from their various warehouse locations including, general, multiple and art, delivering the scheduled boards to Table Staging volunteers. Once presented, the items are returned from Table Staging and must be re-shelved in assigned locations by warehouse volunteers. *Shift times are, 2:00 – 7:00, 6:00 – 11:00 PM.*

For more information or to sign-up call; Volunteer Services at 414 297-8009 or email behlingp@matc.edu .