

## POPS: Job description

**Position Title:** Concessions coordinator

**Purpose:** To support the performing arts department by providing concessions at the various concerts and productions throughout the year-the largest production being the fall musical.

**Key Responsibilities:**

1. Purchase concessions  
Using last years information about how much and what to buy, purchase snacks and drinks from BJ's or Cosco or similar for the performing arts performances.
2. Deliver concessions  
Contact the custodians at the high school (call the secretary and she'll connect you to their extension) to meet you with a dolly and help you bring things in (avoid lunchtime because they are busy in the cafeteria). Bring the concession in a day early or whenever convenient and find a place to stash them until the night of the performances-ask the custodian and/or Brian to help find a place.
3. Supervise sales of concessions at events  
Arrive early to the performances and set up the table (will already be a table there organized by Brian McManimon (tech teacher) who helps with getting the lobby set up. Will usually have tablecloths (we have a box of POPS decorations so they'll be something available) and then set up candy, snacks and drinks. Micheal Scholl (treasurer of POPS) is the one to contact to get 2 or 3 cash boxes. Sell before and during the intermission. Box up leftovers and arrange storage at school if possible. Sometimes it is necessary to take things home.
4. Volunteers to help with sales  
For each event, the POPS rep (drama, choral, band or dance) will ask for volunteers to help sell the concessions-your input on how many volunteers you need will be helpful.

**Time commitment:** minimal