

Mochitsuki is Portland's annual Japanese New Year celebration with humble beginnings in a basement of a temple since 1996. Presented by the Japanese American Citizen's League, Oregon Nikkei Endowment, Portland Taiko, and Konko Church, the Mochitsuki Planning Committee (MPC) is comprised of dedicated volunteers from these organizations alongside community members affiliated with the Japanese American community at large. Current attendance is approximately 2,000, and encompasses 35-40 local organizations and vendors. <http://mochipdx.org/>

The goal of Mochitsuki is to celebrate tradition by sharing Japanese and Japanese American culture, and consists of three sections: stage performance, hands-on cultural activities, and a food court.

Mochitsuki Planning Committee (MPC) - Ticketing Lead - Job Description

This is a volunteer position. The Mochitsuki Ticketing Lead is a member of the Mochitsuki Planning Committee (MPC). The Ticketing Lead manages advance ticket sales through Box Office Tickets (www.boxofficetickets.com) and various Community Partner (CP) ticket outlets. On the day of the event, the Ticketing Lead manages the sale of wristbands, as well as the exchange of advance tickets for wristbands.

The MPC is looking for a volunteer willing to commit to a minimum of two years. Please send a letter of interest, including experience and references regarding handling of monies by Friday, August 4th, to Mochitsuki@pdxjacl.org. Qualified candidates will be contacted for an interview.

Required Hours & Responsibilities:

1/27/18 Sat set-up (preferred), **1/28/18** Sunday event day (7am-6pm 11 hrs)
5-6 MPC meetings (Sep-Feb, generally Monday evenings from 6pm-8pm)

1. Aug - Help publicize the event throughout the Japanese American community and the greater Portland area, such as at the Nikkei Picnic in August.
2. Sep/Oct - Set up and manage event on the Box Office Tickets website.
3. Oct/Nov – Order/obtain physical tickets
4. Nov/Dec - Assemble Community Partner ticket packets containing tickets, posters and flyers. Distribute packets and track ticket sales.
Coordinate advanced ticket sales with the Oregon Nikkei Legacy Center, Uwajimaya, Kale and other CP sales outlets. Establish other sales outlets, if possible, especially in NE and SE PDX Distribute posters and flyers throughout the community. Send an email reminder to attendees of previous Mochitsuki events.
5. Jan - Event Day
 - ✚ Ensure ticket sales tables are adequately manned with volunteers, cash boxes, iPads with The Square, programs, wristbands, Will Call lists, etc. These tables sell wristbands and exchange advance sale tickets for wristbands.
 - ✚ Monitor the tables throughout the day; collect monies periodically.
 - ✚ Troubleshoot any ticketing problems, such as lost tickets, etc.
 - ✚ At the end of the day, make sure that all supplies are collected and returned
6. Jan - After the event, collect any monies and remaining tickets from the various CP and CP sales outlets and deliver all monies to the MPC treasurer.
7. Feb - Present final report on ticketing at MPC wrap-up meeting

Qualifications:

- The Ticketing Lead must have excellent written and verbal communication skills, and preferably have an understanding of Japanese culture and communication style
- Be personable, flexible, and enjoy working with the community
- Be proficient in Microsoft Office (Word, Excel) and must have Internet access
- Familiar with iPads and the Square
- Be comfortable handling money
- Possess critical thinking skills - ability to troubleshoot solutions during a busy festival