



Doors Open Buffalo – Building Volunteer Job Description

Overview: Explore Buffalo Presents *Doors Open Buffalo* will take place on June 15, 2019. For one day, the public will enjoy access free-of-charge to the interiors of downtown Buffalo's most significant buildings. Following other *Doors Open* events in cities like Baltimore and Pittsburgh, we estimate that 15,000 visitors will attend and that Buffalo will be put on the map as a premiere *Doors Open* city. Hundreds of volunteers are needed to ensure a successful and enjoyable event. The Building Volunteer will be assigned to one specific building. Duties include:

Pre-event:

- Attend one Volunteer training session at Explore Buffalo's offices at 1 Symphony Circle. Sessions will take place on various dates in late May and early June. Note: Your assigned building may ask that their Volunteers are trained on site rather than at Explore Buffalo's offices. We will contact you no later than May 17 regarding available training sessions and no later than June 7 with your building assignment.

Day-Of Event:

- Checking in with your Building Coordinator at the start of your shift
- Greeting and Counting Guests
- Line Management and Crowd Flow Management
- Providing a basic explanation of your building's architecture and history to visitors
- Providing a brief description to visitors of what they will see inside the building. This may include scheduled guided tours, special exhibits and scheduled presentations.

Please sign up through our website: <https://explorebuffalo.org/doors-open-buffalo-volunteer-registration/>

There, you will be able to select your preferred shift and neighborhood. We will do our best to assign you within your preferred neighborhood. Doors Open neighborhoods include:

- Buffalo Niagara Medical Campus
- City Hall
- Delaware Avenue Corridor
- Theater District
- Fountain Plaza
- Lafayette Square
- Michigan Street Historic District
- Lower Main Street
- Pearl Street
- Waterfront/Canalside