



## **Job Description: Master of Ceremonies**

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### **VOLUNTEER POSITION:** Benefit Auction Master of Ceremonies

**TIME COMMITMENT:** Duration of the Benefit Auction event. Also requires attending **at least two Auction Committee Meetings prior to the Benefit Auction** to go over the prepared script and to understand the Order of Events.

**DESCRIPTION:** Be the voice of Steppingstone at the Auction, directing the events, making announcements, and managing the microphone usage. The Master of Ceremonies keeps the evening on schedule with the Order of Events.

### **GUIDELINES:**

- The Benefit Auction Script and the Order of Events will be prepared by the Auction Committee and provided to the Master of Ceremonies approximately one month before the scheduled Benefit Auction event.
- Required Auction Committee Meetings will be determined based on availability and scheduling of the Auction Committee.
- Arrive at the Benefit Auction by 5:30pm; duties typically end around 10pm
- Dress in a professional manner befitting the theme of the Benefit Auction
- Follow prepared script for the flow of the evening and announcements
- Welcome guests to the Benefit Auction
- Announce section closings with regular updates
- Promote various basket items and Live Auction items throughout the night
- Promote Raffles throughout the night
- Introduce speakers as outlined in the prepared script
- Manage the usage of the microphone. This means you are responsible for who has the microphone and reclaiming the microphone afterwards based on the Order of Events and the prepared script for the evening.
- The Master of Ceremonies must have a clear speaking voice and show enthusiasm throughout the night; promoting Steppingstone in a professional manner.