



**LOUDONVILLE**  
CHRISTIAN SCHOOL

**374 Loudon Rd**

Loudonville, NY 12211

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[www.lcs.org](http://www.lcs.org)

**APRIL 4, 2019**

**Auction Coordinator**

Nov – 40 hours

Dec – 20 hours

Jan – March – 20 hours/week

Total of 300 hours

**Responsibilities**

- Secure auction location
- Plan meal and agenda for the day of event
- Solicit items for the live and silent auction
- Secure valuable live auction items
- Put together/seek out volunteers for auction leadership team
- Schedule and prepare event auctioneer
- Work within the event budget
- Work together with the Director of Advancement to set and meet event goals
- Solicit auction table sponsors
- Create and disseminate all promotional materials and invitations
- Solicit 14 class basket volunteers
- Data entry in Maestro Soft
- Oversee/organize child care at LCS for night of event
- Create and publish auction catalog
- Oversee event registration
- Oversee all volunteers, including students
- Make sure all computers, printers, etc are ready for night of
- Oversee decorations and set up
- Create and print bid sheets, bidder cards, etc
- Organize seating arrangements and table placement
- Generate thank you letters to all item donors
- Organize sound

Interested applicants should complete and submit the [Staff Application](#) along with a resume and cover letter to Whitney Philippi, Director of Advancement at [wphilippi@lcs.org](mailto:wphilippi@lcs.org) by Friday May 3<sup>rd</sup>.