

Role Name:**Role ID:**37**Manager, Volunteer & Community Engagement Program****Purpose:**

Manager

Volunteer Engagement Program designs training and orientation programs to maximize volunteer comfort, creativity, safety, and community.

Status:

Part-Time (30 hrs/wk) Contract

Required Work Hours:

Flexible, WFH & remote eligible, but with some required meetings and production/installation work-calls at headquarters

Core Activities and Responsibilities:

1. Designs and furnishes all interior and exterior spaces to maximize use and enjoyment.
2. Designs and manages volunteer engagement and volunteer appreciation programs (performers, crew, ushers, interns, docents, tour guides), including the Annual Vivian awards, the 5-show pin and 10-show pin reward programs, and an annual volunteer appreciation gala party.
24. Maintains and cultivates the Theatre's positive image as a vocational training setting among volunteers, and pre-professional or para-professional theatre artists.

A. Business Responsibilities:

4. Manages and monitors volunteer training events 8-12 times per year, and obtains compliance with volunteer job assignments, codes of conduct, written agreements, rules of deployment and safety, incident form, contact forms, volunteer schedules and volunteer liability releases.

B. Creative Responsibilities:

3. Creates and curates both outbound and inbound arts/theatre tourism package experiences, including patron outbound travel to regional, national and international arts venues, as well as curated inbound arts tourism for ALT attractions.

C. Educator Responsibilities:

2. Creates and manages training programs for volunteers in four categories: performers, crew, welcome services, and instructors.

Workplace Culture Responsibilities:

23. Amplifies the Theatre's diversity, equity, inclusion, social justice, and belonging (JEDIB) core values and initiatives, in alignment with Theatre leadership initiatives

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Required Project Committees

Attends and serves as assigned on the Theatre's monthly Project Committees for the following Domains:

- Repertoire Cmte[10:00a on 2nd Monday][]
- Education Cmte[10:00a on 2nd Friday][]
- Wellbeing & Human Capital Cmte[1:00 on 1st Tuesday][]

Other Duties:

. Other Duties as assigned.

Required Qualifications:

. Requires earned Associates or Bachelor's Degree in Interior Design, Architecture, Visual Arts or Urban Planning, and three years full-time work experience.

5. Requires AA degree or higher in Interior Design or Architecture or similar field.

6. Requires experience in volunteer management, event planning, project management, customer service and sales, and group leadership.

Desired Qualifications:

. Previous work for a local or national entertainment brand desired.

7. Desired qualification, CMP or project planning credential.

Reports To:

Direct Reports: Contractors for Project installation/production

Cost Center: Administration

Cost Center Code:

Work Dates/hours and Compensation:

Required Work Hours: Flexible, WFH & remote eligible, but with some required meetings and production/installation work-calls at headquarters

Compensation_Schedule:

Compensation:

Total_Compensation:

Early Termination

Early Termination of this contract by Employer/Theatre can occur for any of the following reasons:

74. Harrassment, endangering personal safety, willful or negligent harm to persons, theatre property and stock, theatre reputation or theatre financial interests.

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Role Name: Manager, Volunteer & Community Engagement Program

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Name of Candidate:

Approximate Term (days):

Contract Term Starts:

Contract Term Ends:

Required Days for Employee giving Notice:

Contract Renewal on or about:

Compensation Rate:

Total Compensation:

Agree To By Candidate

Agreed to By Theatre

Signature

Signature

Date

Date

Email

Email