



THE CENTER FOR THE ARTS

Since 2000, The Center for the Arts, a 501(c)(3) nonprofit arts organization, has grown into a leading presenter of music, dance, theater, comedy, literary and visual art, and family programming, offering more than 150 events per year from its location in downtown Grass Valley. The Center recently completed a major renovation of its multi use facility in downtown Grass Valley in 2020, making it a premier performing arts destination. The venue includes the Main Stage, which accommodates up to 492 guests in configurable theater seats and up to 700 patrons for dance shows, and a 90-seat black box theater.

TITLE: Volunteer Coordinator

REPORTS TO: Front of House Manager

JOB PURPOSE: This position oversees all aspects of The Center for the Arts Volunteer program. Recruit volunteers and ensure volunteers are trained and that events are properly staffed with volunteers.

DUTIES and RESPONSIBILITIES:

Primary point of contact for all volunteers, maintain a trained group of volunteers

- Create and maintain a Volunteer Training Manual and conduct regularly scheduled training
- Using Patron Manager, maintain the volunteer database and all legal and logistical documents
- Create weekly volunteer email
- Update volunteer facebook page
- Stay connected with other volunteer programs in the community
- Create and administer Volunteer Surveys and resolve any issues presented

Create and oversee the volunteer call for each event

- Working with staff, determine volunteer needs for each show
- Provide written descriptions for each position required
- Manage job assignments, shift changes and scheduling of volunteers for each event
- Assist House Manager at show time as needed
- Oversee other Center Events as needed

Manage the Volunteer Appreciation and Ambassador Committee

- Organize and schedule volunteer appreciation events
- Organize and schedule Volunteer Ambassador events and trainings
- Engage Ambassadors in community outreach, special events and training of other volunteers

QUALIFICATIONS:

- Outstanding customer service skills
- Excellent written and verbal communication skills required
- Must be able to multitask
- Full comprehension and use of Google Drive, Microsoft Office, and comfortable with computers and databases
- Experience with salesforce or Patron Manager a plus
- Ability to work on feet for 8 hours
- Ability to work independently



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HOURS

Part Time - 20 hours per week

Time varies based on event needs. Some evening and weekend hours will be required.

This a hands on, non-exempt, customer facing position.

TO APPLY

Email cover letter and resume to hr@thecenterforthearts.org.