



Part-Time Volunteer Coordinator Position

JOB SUMMARY

Live Arts is seeking a part-time (20-hours per week) Volunteer Coordinator to recruit and engage the volunteer actors, productions teams, interns, special event teams, and administrative support teams who provide the backbone of our 32-year-old, volunteer-powered community theater. This exempt position reports to the Executive Director and includes full benefits.

ESSENTIAL DUTIES

Volunteer Outreach and Recruitment

Actively recruit new volunteers who reflect a diversity of backgrounds, skills, interests, and lived experiences using a variety of methods, especially face-to-face recruitment.

Actively engage in community outreach in concert with the Executive Director, Artistic Director, Development Director, and Audience Experience Manager. Volunteer outreach targets include:

- Community organizations, including other performing arts organizations, nonprofits, service clubs, and faith organizations.
- Volunteer Centers at [United Way of Greater Charlottesville](#), [ReimagineCVA](#), [Madison House](#) at UVA, [UVA Public Service](#), and HandsOn
- Public and private high schools, colleges, and universities in Central Virginia
- Area businesses, especially those with [corporate volunteer programs](#)
- Building and construction-related organizations and businesses
- Community events and festivals, including Farmers' Markets
- Volunteer opportunity websites like [JustServe](#), [JobList](#), [VolunteerMatch](#), [Virginia Service](#).

Work with the Marketing and Design Coordinator to promote volunteer opportunities on the Live Arts website, weekly newsletter, social media channels, paid and earned media, and signage. Provide content for the monthly volunteer newsletter.

Specific Recruiting

Assist the Artistic Director, Technical Director, and Production Manager in building volunteer design and production teams for every production in the season, including recruiting volunteers for set builds.

Recruit large groups of volunteers for “all hands on deck” work sessions that include seasonal cleaning, mailings, and strikes.

Serve as the volunteer coordinator for all special events, opening night parties, and fundraisers. Work with the Audience Experience Manager to recruit front-of-house workers and the Production Manager to recruit technical staff for events.

Serve as the liaison to the volunteer-led Playwrights' Lab and Readers Circle.

Support other Live Arts staff in finding volunteers for specific projects, as time permits.

Volunteer Engagement and Recognition

Actively promote a culture of volunteerism and engagement at Live Arts. Ensure that volunteers feel engaged and valued in meaningful roles that match their evolving interests and skill sets.

Work with staff and production teams to foster a culture of respect, fun, and inclusion among volunteers. Develop positive, trusting relationships with volunteers.

Serve as a liaison and resource for cast and production team members. Keep a pulse on the state of mind and “temperature” of the rehearsal room by attending the first rehearsal and designer run-through for each production.

Mentor volunteers and staff on “next practices” in volunteer management.

Work with the Education Director and Production Manager to reduce barriers to participation by providing parking passes, snacks, and Parents Night Out opportunities.

Recognize and reward volunteers on an ongoing basis in ways that are meaningful to each volunteer, including expression of appreciation, perks, invitations to performances and events, birthday cards, happy hours, hand-holding, cheerleading, etc.

Coordinate the annual Rave Review volunteer recognition event.

Volunteer Training

Collaborate with the Education Director to conduct an annual survey on volunteer training topics of interest.

Conduct regular volunteer orientations on how to get the most out of volunteering at Live Arts.

Work with the Artistic Director, Education Director, and Production Manager to provide volunteer training and development opportunities throughout the season, especially in directing, stage management, acting, lighting design, sound design, and props.

Work with the Costume Guild and the emerging Scenic and Technical Guilds to design hands-on training, skill-building, and mentoring to volunteers.

Volunteer Administration

Work with Live Arts staff to develop and maintain a Volunteer Opportunity Guide for prospective volunteers.

Work with the Executive Director to update the [Volunteer Handbook](#) (an HR guide for volunteers) annually.

Create and maintain a database of volunteers and auditioners in Patron Manager. Identify volunteers by skills and interests.

Track the number of volunteers engaged in Live Arts each season.

Answer calls and inquiries about getting involved at Live Arts.

Participate in weekly staff meetings.

QUALIFICATION

Attributes

- A love of theater and the people who make it.
- A strong belief in volunteerism and appreciation for Live Arts' legacy as a volunteer-powered community theater.
- An abiding commitment to advancing diversity, equity, and inclusion at Live Arts and in the community.
- High emotional intelligence and an ability to build relationships of trust.
- Connections in the Charlottesville community.

Skills

- Ability to inspire, empower, and engage volunteers of all skill levels and backgrounds.
- Highly developed listening skills, kindness, and empathy.
- Ability to collaborate with a tight-knit team.
- Strong communication skills, both oral and written.
- Excellent organization skills and ability to meet a deadline.

Required Qualifications

- Bachelor's degree or equivalent work experience.
- Experience in recruiting and managing volunteers.
- Willingness and ability to work evenings and weekends, as needed.

COMPENSATION & BENEFITS

This is a half-time exempt position that reports to the executive director. The salary range is \$19,000-21,000 based on experience.

Benefits include the following:

- Individual health and dental insurance after 45 days of employment. Live Arts pays 100% of the premium.
- 10 days a year of paid time off during the first five years of continuous employment.
- Nine paid holidays each year, including one “floater holiday” to be used at the employee’s discretion
- Access to the free Employee & Faculty Assistance Program (FEAP) through University of Virginia
- Subsidized parking

TO APPLY

Email resume, cover letter, and the names and contact information of three references to anne@livearts.org by June 5, 2022. Estimated start date is late-June.

ABOUT LIVE ARTS

Founded in 1990, Live Arts is a national model for engaged community theater. For the last three decades, we have dedicated ourselves to the mission of “forging theater and community.” Our engagement in the community runs deep, and the quality of our volunteer-staged productions is high.

Facilities

We are the anchor tenant in a four-story performance space in the heart of downtown Charlottesville and attract participants, students, and audiences from across Central Virginia. We also rent auxiliary rehearsal space at the neighboring Vault Virginia.

Programming

In a typical year, we present a compelling season of mainstage plays and musicals produced by more than 1,200 volunteers. We welcome hundreds of people to our year-round education workshops and youth summer camps. We run a lab that helps local playwrights develop their work. And for more than two decades, we have provided tech support to high school and college theater companies performing at the Edinburgh Festival Fringe in Scotland.

Diversity, Equity, and Inclusion

We believe that theater can be a platform for social change and a way to explore the pressing issues of our time. That belief, put forth by our founders, has inspired us to commit to dismantling systems, policies, and practices that may have perpetuated patterns of injustice at Live Arts. In fall 2020, we formed a 13-member DEI Strategy Team to help us become a more welcoming, inclusive theater. Our initial action steps are summarized [here](#).

Live Arts is an equal opportunity employer and does not discriminate against any individual based on any non-merit factor. We are committed to an equitable workplace where everyone is treated as a respected and valued member of the team. We actively seek to build and retain a diverse staff with regard to race, culture, ethnicity, class, religion, physical ability, age, gender, and sexual orientation.

As an organization working to advance equity, we are committed to elevating the voices of people of color, Native people, LGBTQ+ and transgender, gender non-conforming, and non-binary people; and people with disabilities. We encourage people from these communities to apply.