

TOPEKA CIVIC THEATRE & ACADEMY JOB DESCRIPTION

POSITION TITLE:

Volunteer Coordinator

REPORTS TO:

Artistic Director - Topeka Civic Theatre & Academy

PURPOSE OF POSITION:

This position conducts the recruitment and oversees the training and benefits pertaining to the volunteers of TCTA.

SUPERVISES:

All "front of house" volunteers.

PRIMARY RESPONSIBILITIES

- Responsible for recruitment, training and coordination of all volunteers when requested by department heads.
- Recruit crew and production volunteers for the artistic needs of the theatre
- Assist Artistic Director with recruitment and training of all volunteers, including running crews, stage managers, spot-light operators, sound board, actors, and any specialty production volunteers.
- Assist Technical Director with recruitment and training of carpenters, painters, strike and set construction.
- Sends out all audition notices. Provide audition supplies and oversee administration of auditions..
- Mail production and rehearsal schedules to Board, crew, and appropriate volunteers.
- Replace any production volunteer that fails to attend, grows ill, resigns or is removed from responsibilities with a new volunteer. If a new volunteer cannot be found, the Volunteer Coordinator is responsible to fill in as needed.
- Provide necessary service for technical rehearsals, including the volunteer tech dinner that is coordinated through the board liaisons. Provide dress rehearsal tickets to production volunteers according to the set number directed by the Artistic Director. Provide concise direction to the volunteers in regard to theatre policy during technical rehearsals. Provide tours to new volunteers to TCTA. Be present to "trouble-shoot" difficult situations brought about by the production week process.
- Recruit and train all "front of house" evening volunteers, including hosts, house managers, coat check personnel for the main-stage auditorium or Youth theatre / studio productions.
- Strategize new ways to attract volunteers to join the organization.
- Organize and implement at least two (2) annual volunteer recruitment days
- Attend workshops and educational seminars related to volunteerism when ever possible.
- Maintain a database of volunteers.
- Input new volunteers and audition candidates into the theatre's system. Maintain an accurate listing of all volunteer addresses and phone numbers.
- Assist Box Office Manager with recruitment and training of box office volunteers for day and evening work
- Assist President & CEO with recruitment and training of administrative office volunteers for day work.
- Provide necessary written copy for the Marketing Director for Encore!, Playbill, brochure or any other printed material regarding volunteerism at TCTA.
- Plan, administer, and implement the annual TCT Volunteer Recognition Awards each end of season: Create and implement invitations, programs, and all written information regarding the awards. Coordinate with caterer, decorators, and speakers for the direct implementation of these awards. Order, pick-up, and protect each award, plaque, or Hall of Fame medallion. Have all accompanying plaques engraved for the theatre's archives.
- **SECONDARY RESPONSIBILITIES**
- Maintain all budget lines regarding the volunteer programs at TCTA:
- Anticipate cost over-runs and secure permission before over expenditure with in the budgeted amount.
- Provide tours and special training session for interested parties to TCTA.
- Ensure proper set up and tear down of all special events sponsored by TCTA.
- Back up box office in ticket reservation as needed.
- Create and maintain the lobby "show board" and volunteer board.
- Serve as TCTA representative and guest speaker for any school or civic function as requested by TCTA Artistic Director.
- Serve on any TCTA committee as assigned by the TCTA Artistic and President & CEO.
- Oversee all script and music checkout by audition candidates.
- Maintain the theatre's show photo and video library and administer its check out procedures.
- Any other duties as assigned by the TCTA Artistic and President & CEO.

The TCTA Volunteer Coordinator will work on a flextime basis. This means that the Volunteer Coordinator is responsible for a minimum of 40 hours a week and the employee is responsible for the allocation of his/her time. An annual evaluation will be made of the employee's performance at the end of each season. The employee will receive a written evaluation of his/her work for the TCTA Artistic Director.