



PROGRAMS & VOLUNTEERS COORDINATOR

Job Description

Position Overview:

The part-time Programs & Volunteers Coordinator role will support the development and implementation of arts programming while also managing the organization's volunteer program. The Programs & Volunteers Coordinator will assist the Director of Education & Special Events in planning, scheduling, and managing a variety of classes, workshops, and art experiences. The coordinator will also recruit, organize, and support volunteers who play a vital role in The Arts Center's events and programming. The Programs & Volunteers Coordinator will report to the Director of Education and Special Events.

Key Responsibilities:

Program Coordination:

- Assist with planning and organizing arts programming overseen by the Director of Programs & Special Events. These programs include but are not limited to the following programs:
 - Ongoing, recurring fine arts classes
 - Private fine arts lesson lessons (dance, music, theater, & visual arts)
 - Seasonal classes and workshops (including but not limited to those funded through Arts for All and PrimeTime)
 - SOWEGA-funded programs
- Assist with implementing new programs in all disciplines under the direction of the Director of Education & Special Events, as approved by the Executive Director.
- Assist the Director of Education & Special Events in identifying and scheduling theater performances. May include local artists, traveling artists, and/or the creation of new programming (performances, theater productions, and local acts).
- Build and maintain event registrations and tickets within various CRM systems.
- Communicate regularly with the Marketing & Community Outreach Coordinator to promote classes and events, update class registration on the website, and share pictures of events.
- Ensure programming information is accurate and up-to-date across calendars, tickets, and internal schedules.
- Gather and maintain necessary data on all programs, including attendance, program surveys, budget information, and program outcomes.
- Observe and provide guidance to instructors of classes and workshops through regular class visits and instructor and student conversations.
- Schedule and oversee scheduling management of classes and workshops both on and off campus.

Volunteers Coordination:

- Assist with volunteer management during programs and events.
- Communicate regularly with The Arts Center staff to determine ongoing levels of volunteers needed.
- Develop and manage The Arts Center's volunteer program by recruiting, training, and managing volunteers to support classes, events, and operational needs.
- Maintain a volunteer database with up-to-date contact information and volunteer records.
- Recognize and celebrate the contributions of volunteers.
- Schedule volunteers to assist with various events and activities.

Qualifications:

- Experience with program coordination, volunteer management, or nonprofit work preferred
- Strong organizational and scheduling skills
- Ability to communicate effectively with instructors, volunteers, and staff
- Ability to manage multiple schedules and deadlines
- Friendly, proactive, and collaborative attitude
- Passion for the arts and a commitment to community engagement

Working Conditions:

The Programs & Volunteers Coordinator is a part-time, 24.5 hours per week, salaried exempt position. Two weeks of vacation and two weeks of PTO are available, along with holidays listed in The Arts Center's employee handbook. The schedule for this position is as follows:

Mondays: 10:00 am to 5:30 pm

Tuesdays - Fridays: 1:00 pm to 5:30 pm

Please note that with a small staff, it is sometimes necessary for all personnel to pitch in to accomplish tasks, including set-up and take-down of equipment. Late hours and weekend work are sometimes required due to the Arts Center's event schedule.

To Apply:

Please submit a cover letter, resume, and list of three references to Kelly Avery, Executive Director, at director@moultriearts.org. Applications will be accepted until the position is filled.