

THE FOLLY THEATER

Job Description: **Part-Time Volunteer Coordinator**
Reporting to: Executive Director
Date: 10.22.21

Job Summary

The Folly Theater, located in a National Historic Register building on Kansas City's Avenue of the Arts and the City's oldest performing arts venue, seeks a Volunteer Coordinator to serve in the key role of recruiting, training, managing and supporting the Folly Theater's volunteer program, which includes ushers and concession workers.

Key Responsibilities

Administrative & Management

- Design, implement, manage and coordinate all aspects of Folly Theater's Volunteer Program, including policies and procedures
- Maintain database of volunteers
- Responsible for all communication with volunteers
- Recruit and retain new volunteers
- Create materials for Volunteer Recruitment, Volunteer Party Invitations and other materials as needed
- Participate in monthly Volunteer Council meetings, which include all the Volunteer Team Leaders.

Orientation & Training

- Schedule, prepare for and lead at least 4 volunteer orientations and training sessions with Volunteer Council; update materials for training
- Serve as liaison between volunteers and staff

Scheduling

- Coordinate with Folly Staff on event needs for volunteers (ushers, concessions, office assistance)
- Schedule teams for events & concession workers

Events

- Initially attend all events, including Folly Fundraisers, as needed in order to meet and establish relationships with all volunteers

Volunteer Recognition

- Schedule and coordinate volunteer recognition event with committee
- Organize the process of nominating and awarding volunteer honors; acquire prizes for volunteers

Other

- Work with Volunteer Council on planning the annual Volunteer Council/Staff Holiday Party
- Maintain concession inventory and order product as needed for volunteer concession sales
- Other tasks as required for position

Qualifications

- High energy, enthusiastic, positive and friendly demeanor required
- Must be extremely organized, detail-oriented and be able to manage multiple projects (and events)
- Ability to communicate with large groups
- Experience working in the arts and cultural community helpful, but not required
- Knowledge of Microsoft Word, Excel and Database Management

Preferred Education, Competencies and Experience

- A bachelor's degree
- Experience managing volunteers (preferably in the arts)
- Budget management skills
- Strong organizational skills and abilities
- Strong oral and written communication skills

The above noted job description is not intended to describe, in detail, the multitude of tasks that may be assigned, but rather to give a general sense of the responsibilities and expectations of this position. This description is not meant to be an exhaustive list of job duties. The essential functions of this position may change as necessary.

About The Folly Theater: Established in 1900 as a burlesque and vaudeville house and refurbished in 1981 to its original beauty, The Folly Theater has offered an intimate performance venue both for Folly-produced performances and guest companies for more than 100 years. The vision of civic leaders Joan Kent Dillon and William Deramus, III, the renovation of The Folly in the early 1980s led a renaissance of historic renovation and focus on the arts in Kansas City that continues to this day.