



Job Notice

Volunteer Coordinator and Production Assistant Des Moines Community Playhouse

POSITION SUMMARY

This position serves multiple areas of the theatre by being a central point of communication and support for volunteers at The Playhouse. Duties include production tasks overseen by the Artistic Director and volunteer tasks that may be assigned or overseen by the production or administrative departments as needed. The goal of this position is to ensure a positive holistic experience for any volunteer who participates in the creation of theatre at The Playhouse.

The Volunteer Coordinator must work both independently, exercising judgement in prioritizing a variety of duties, and with volunteers and members of production teams. The Volunteer Coordinator reports to the Artistic Director but works closely at times with members of the production staff.

The Volunteer Coordinator must be a compassionate servant-leader with experience working with volunteers within our community including people of diverse racial, educational, ethnic, economic, and LGBTQIA+ backgrounds.

ABOUT DES MOINES COMMUNITY PLAYHOUSE

The Playhouse's mission is to create extraordinary, shared experiences through live theatre with a vision to be a home for artistic collaboration where any story can be told.

The Playhouse was founded in 1919 and has operated continuously, under various names and in various homes. Since March 2020, except for the period when the governor closed theatres, The Playhouse has sought and implemented creative solutions to continue to provide live entertainment for in-person audiences, while keeping performers, volunteers and attendees safe. The Playhouse has added streaming options where licensing allows. The Playhouse remains a creative and artistically rewarding experience for everyone.

The Playhouse is engaging in a capital campaign in for a modernization and expansion of a secondary theatre. Construction begins in July, 2023.

REQUIREMENTS

Education – High School Diploma or completion of trade program or work history of appropriate experience.

Communication and Organizational Skills

COMPENSATION

Full-time. Hourly rate of \$14-\$16 per hour.

Benefits:

- Health and Dental Plans for employee and family (75% paid by company)
- Paid time off

- Match for 401(k)
- Funds available for educational opportunities
- Flexible schedules within the context of a busy production schedule.

This job will require the applicant to clear a background check, once a job offer has been made.

TO APPLY

Please send cover letter, resume and three references. Submit materials via email to David Kilpatrick, dkilpatrick@dmplayhouse.com. No phone calls please. Resumes are reviewed immediately. Position will remain open until filled. Start date is based on availability and prior commitments of applicants.

The Des Moines Community Playhouse is an equal opportunity employer and is strongly committed to creating a diverse and inclusive environment where a variety of backgrounds, cultures, orientations, ideas, and talents can flourish.



Job Description

Volunteer Coordinator and Production Assistant Des Moines Community Playhouse

Duties include, but are not limited to:

- Maintain building master calendar
 - Add organizational events, rehearsal, and performance dates for all productions to company calendar using Microsoft Outlook.
 - Check calendar every Monday to ensure accuracy, avoid conflicts, and apply to the security schedule.
 - Maintain weekly building door schedule in Brivo.
 - Print and post building signage on nights with more than two events – look ahead on Monday and print signage for the coming week.
 - Set up rehearsal and meal tables, chairs and sound equipment as needed.
- Manage Scripts for Productions
 - Communicate with the stage manager about how to distribute scripts and collect deposits, and how to collect scripts and return deposits at end of show.
 - Scan scripts and score for digital storage.
 - Distribute complimentary tickets to every cast and crew member through the stage manager or assistant stage manager.
- Maintain Volunteer Opportunity Schedules
 - Send a monthly Volunteer Newsletter including upcoming opportunities, volunteer recognition, and events.
 - Gather crew volunteer times from production staff on a weekly or monthly basis and publicize the information through various digital media.
 - Ensure that volunteers who sign up for crew hours know when, where, and how to access the building at the designated time and who to report to.
- Assist with Stage Crew Recruitment for Productions
 - Send show crew opportunities to a regularly maintained list of those who have volunteered for crews in past productions and who have expressed interest in crew.
 - Gather interest and reports to the production's Stage Manager and Artistic Director for review and approval before confirming a volunteer's place on a crew.
 - Once the volunteer has been confirmed, input all conflicts into the shared Crew Schedule in the production's drive folder, enter contact information in the production's contact sheet, and turn over all communication to the stage manager or assistant stage manager.
 - All production teams will determine number of volunteers for crew needs prior to auditions in order for recruitment to take place in a timely manner.
- Assist with audition nights
 - Create and update Casting Manager audition pages.
 - Attend and assist with auditions as needed and train audition volunteers.

- Coordinate food needs for shows
 - Communicate and organize lunch details for two-show days
 - Provide food for cue-to-cue rehearsals
 - Provide snacks for volunteers for full day scheduled events.
 - Provide food for strike
 - Maintain contact records in theatre database for: a) Volunteers, b) Cast Members, c) Auditioners and d) contracted production team members
- Create building access codes for each cast and send to Artistic Director
- Maintain Background Check records in PatronManager
 - Compile and send background check information to Executive Director for each new cast.
 - Update completed checks in Contact Records.
- Co-chair the Dionysos Awards and other summer volunteer appreciation events.
- Field general questions from volunteers and respond to emails from those who reach out through the website.
- Follow all safety rules and recommendations from the Artistic Director, Fire Marshall(s), and Insurance Representative(s).
- Adhere to any and all policies and procedures established by the Artistic Director and/or Executive Director.
- Any other duties as assigned by the Artistic Director and/or Executive Director

Schedule

40-hour work week. Availability for evenings and some weekends (scheduled in advance) to support the production schedule.

Qualifications

High School diploma or equivalent; experience in coordinating the work of others; demonstrated working knowledge of Microsoft products (Word, Xcel, Powerpoint, Publisher) and adobe products. Ideally, understanding of database software and wordpress.

Interpersonal Skills

Work frequently involves contacts requiring considerable discussion of problems, material presentations, or resolving issues impacting productions, personnel, performers and volunteers. The ability to motivate or influence others is a material part of the job, requiring a significant level of diplomacy and trust. Obtaining cooperation (internally and/or externally) is an important part of the job and a high level of interpersonal skills are critical to the success of this position.

Physical Requirements

- Some work is done in a sedentary environment - attending meetings, consulting with others, etc.

- Must be able to stoop, bend, walk, climb a ladder, and routinely lift up to 40 lbs or provide solutions to accommodate.
- Must be able to operate routine office equipment including telephone, copier, and computer.
- Must be able to work extended hours whenever required or requested, with shift in time off to balance.
- Must be capable of regular, reliable and timely attendance.

Mental and/or Emotional Requirements

- Perform job functions independently and work effectively either on own and as part of a team.
- Plan and direct the work activities of self and others.
- Read and carryout various written instructions and follow oral instructions. Must be able to speak clearly and deliver information in a logical and understandable sequence.
- Deal calmly and professionally with different personalities from diverse cultures at various levels within and outside of the organization.
- Demonstrate the highest levels of customer service and discretion when dealing with the public.
- Perform responsibilities with composure under the stress of competing deadlines/requirements which require high quality productions in a fast paced environment.
- Effectively handle multiple, simultaneous, and changing priorities.
- Exercise the highest level of discretion on both internal and external confidential matters.