

Job Title: OUTREACH COORDINATOR

We are looking for an enthusiastic Outreach Coordinator to join our team. If you are a people-person with exceptional organizational skills, we want to hear from you! This is a full-time position with flexibility in how that is defined. On-site presence required.

OVERVIEW:

The Outreach Coordinator will play a pivotal role in our organization by engaging with volunteers, educators, students, and guest artists. This position requires a dynamic individual who can balance multiple responsibilities, including event planning, volunteer coordination, and social media management. The ideal candidate is a proactive communicator and a team player with a passion for building relationships in our community.

RESPONSIBILITIES:

Volunteer, Training, Correspondence, and Recognition:

- Source and recruit volunteers for various projects and events.
- Track and maintain volunteer information in our database.
- Train volunteers as needed, ensuring they are well-prepared for their roles.
- Keep volunteers informed about upcoming needs and opportunities.
- Plan recognition events, send thank you notes, and show appreciation to volunteers.

Educator Correspondence and Logistics:

- Share information and be the point of contact with local educators.
- Book student performances, offer student discounts/resources, and update contact information.

Patron and Volunteer Input:

- Follow up with patrons post-show to gather feedback through digital and print surveys.
- Assess volunteer needs and gather input through surveys and other correspondence.
- Reach out to donors and members for annual feedback.
- Analyze and communicate feedback to the team to improve our programs and services.

Guest Artist Relations and Training:

- Collaborate with Guest Artists to arrange workshops and training sessions.
- Communicate opportunities to volunteers and gather feedback.
- Prepare welcome packages for Guest Artists to ensure a smooth experience.

Box Office and Admin Assistance:

- Assist box office staff with general ticket sales and customer inquiries as required.
- Answer phones and perform general administrative duties as required.
- Be available for evening/weekend work when required.

Social Media Assistance and Monitoring:

- Work with the Marketing Director to create and schedule content on multiple platforms.
- Respond to general inquiries through Business Suite.
- Attend after-hours events occasionally to take photos for promotional use.
- Respond to urgent messages through social media channels on show days.

Event Planning:

- Assist in organizing company events.

QUALIFICATIONS:

- Exceptional communication and interpersonal skills.
- Strong organizational and multitasking abilities.
- Experience in volunteer coordination, event planning considered an asset.
- Proficiency in social media management.
- Ability to work flexible hours, including evenings and weekends as needed.
- Passion for community engagement and performance art is an asset.

If you are excited about this opportunity and believe you have the skills and passion to excel as our Outreach Coordinator, please submit your resume and a cover letter to admin@saintjohntheatrecompany.com.