



## **Volunteer Coordinator Service Description**

**OVERVIEW:** Volunteer Coordinator is an integral part of the volunteer program at Magenta Theater. This volunteer leads by example and creates a fun, dynamic experience for volunteers in both front of house and production capacities.

### **SCOPE:**

- Set up volunteer opportunities and post hours in in Volgistics
- Volunteer communications via Volgistics and Slack, such as opportunity announcements and calls for support; Manage [volunteers@magentatheater.com](mailto:volunteers@magentatheater.com) email address
- Work with Managing Artistic Director and House Managers to ensure all Front of House volunteer spots are filled
- Route new volunteers to appropriate Lead volunteer for production opportunities
- Set up and run Volunteer Orientation 1 month before next Main Stage, 5 times a year
- Provide additional training opportunities for House Manager, Box Office, and MAST Servers
- Encourage a positive environment for all volunteers, ensuring they feel appreciated and engaged
- Update policies and procedures documents as needed

**COMMITMENT:** Expected 1-5hrs/week

**DATES:** May 2026 through December 2026, with anticipated Annual Renewal.

**STIPEND:** Unpaid Volunteer position, receives \$50/m stipend to cover transportation and parking.

**REPORT:** Volunteer will report to the Managing Artistic Director.

**LOCATION:** In-person at Magenta Theater, remotely via computer, community locations.

**DATES:** May 2026 through December 2026, with anticipated Annual Renewal.

**EQUAL OPPORTUNITY:** All qualified applicants will receive equal consideration for this volunteer opportunity without regard to age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or status as a protected veteran.

**AT WILL:** This volunteer position is considered at-will, and can be terminated by either party at any time.