



Volunteer Coordinator – Part-Time

Durham Performing Arts Center (DPAC) has become the center for live entertainment in the Triangle. With a mission of presenting one-of-a-kind live entertainment events, DPAC truly has “something for everyone”, hosting over 200 performances a year including spectacular touring Broadway productions, high-profile concert and comedy events and family shows.

We value quality, safety and service and delivering these values with warmth, friendliness and attention to detail that is the hallmark of the legendary DPAC Experience.

YOUR MISSION: To serve the volunteers as they serve our community by ensuring all program initiatives run smoothly, expectations are communicated clearly and appreciation is expressed regularly. To cultivate an atmosphere where volunteers are both continually empowered and equipped in their service and appreciated for their service.

CORE RESPONSIBILITIES:

- Managing a rolling calendar of training dates, shift requirements, and appreciation events
- Building and publishing monthly schedule through online scheduling tool
- Generating sign in sheets for all shows
- Onboarding and training new volunteers
- Updating training resources, both onsite training and supplementary online training
- Regular communication with volunteers to address volunteer questions and concerns
- Organizing monthly ticket trade
- Planning and implementing all volunteer appreciation events and initiatives
- Communicating with the Event Services team frequently, including monthly in-person check-ins

REQUIREMENTS:

- Availability to work pre-show event hours semi-frequently
- Flexible hours, approximately 15 hours per week with some hours able to be done remotely
- Familiarity with Microsoft Word, Excel, Office and Powerpoint
- Attend seminars and trainings offered by Discover Durham
- Experience with Shiftboard or other scheduling software is a plus
- Knowledge of Durham, the Triangle area, and the Wayfinder program is a plus

KEY PERSONALITY TRAITS:

- Ability to work with people and problem solve is a must
- Clear communication and attention to detail is necessary
- Critical thinker and active listener
- Dynamic public speaker
- Cultivates positive morale

TO APPLY: Please send resume and cover letter by **Wednesday, May 1st** with the subject line “[Last Name] Application” to mashworth@dpacnc.com. Due to high volume of applicants, only those invited to interview will be contacted.

ONLY AT DPAC!

123 Vivian Street | Durham, North Carolina 27701 | Phone: 919.680.2787 | DPACnc.com