

UCIMC Performance Venue Coordinator

REPORTS TO: Carol Ammons, Program Director

Role: (Full-Time) The UCIMC seeks a Performance Venue Coordinator to increase and diversify programming for our all-ages performance venue. The ideal candidate will seek out and sustain partnerships with community groups, performers, musicians, visual artists, and promoters. The coordinator will assist with planning, advertising, and scheduling educational, cultural and artistic events. Other duties include increasing volunteer opportunities for community members, operating stage, sound, and lighting equipment; managing and promoting an events calendar, training building staff and volunteers on live sound equipment; and developing a series of regular community arts events at the UCIMC. This member may also develop a retail space for work by local and emerging artists. Required skills and abilities: - Ability to work well with other volunteers and the public. -Ability to establish priorities & work independently. -Willing to work on a flexible schedule, with some hours evenings and weekends.

Needs Addressed: The Performance Venue Coordinator will assist UCIMC in providing community access to venue for educational and artistic service projects to the Champaign-Urbana community.

Skills Learned: This individual will develop his/her skills in communication, volunteer recruitment, and event planning and project management.

Measurable Outcomes: Engage more community members to use UCIMC space and resources for local community service and artistic projects.

Program Benefits : Childcare assistance if eligible , Education award upon successful completion of service , Health Coverage , Living Allowance .

Service Areas : Community and Economic Development , Community Outreach , Technology .

Skills : Community Organization , Fine Arts/Crafts , Fund raising/Grant Writing , Public Speaking , Recruitment , General Skills , Music, Theater & Art Events .

Training

1. **New Member Orientation – 1 week**
2. **Host Site Orientation – 1 week**
3. **Volunteer Service Workshops – quarterly**
4. **Reporting/Time Keeping – On-going program support**
5. **Compliance Review training – quarterly**
6. **OSHA standards**

Time Off

Written notification of need for time off is to be submitted at least a week in advance, except in cases of illness (see member contract & time off form). It is the responsibility of the volunteer to arrange coverage for his/her shift(s) if applicable for planned absences. The Program Director and Site Supervisor must be notified and approve.

Health & Safety Requirements

Volunteers are advised on OSHA standards through required signage and administrative updates as compliant with federal law.

Customer Service Agreement

Our number one goal is to provide outstanding service to all projects funded through the Service Illinois Commission on behalf of National Service. Every UCIMC/AmeriCorps member is expected to be: a good listener, knowledgeable, friendly, professional, helpful, and willing to go the extra mile. We demonstrate the values of caring, honesty, respect, and responsibility as role models in the UCIMC and the community.

It is understood that the member will also perform other reasonable related duties of requested by the immediate supervisor or the UCIMC Program Director or management. This position description is not a written or implied contract. A separate member contract is a requirement. The description may be reviewed periodically and revised if deemed necessary. Perform reviews are conducted semi-annually.

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I, the Member, have read, understood, and agree to the above description and responsibilities.

AmeriCorps Member Signature: _____

Date: _____

AmeriCorps position available.

Needed:

- friendly with solid people skills
- great initiative
- ability to shoulder responsibility
- punctuality
- integrity
- creativity
- quick learning
- organizational skills
- the ability to say "No"
- reliable transportation
- reasonable computer proficiency
- good old fashioned common sense

Desired:

- comfort with updating websites
- experience with planning and coordinating events or projects
- experience with sound and stage equipment
- some supervisory or team leading experience

Serious inquiries only, please. Thank you!

More details about this AmeriCorps position:

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