
INTERNSHIP:

TROUPERS (Volunteer) COORDINATOR

Description:

The Morton Theatre, located in Athens, Georgia, is one of the oldest surviving African American vaudeville theatres in the United States. It is located in the "Hot Corner" of Athens, the historic African American business district. Recently, The Morton Theatre has been restored and adapted as a performing arts space catering to the local Athens community. The 500-seat rental facility is now able to accommodate theatre performances, live music, church services, receptions and other special events held by local community and touring groups.

Morton Theatre is currently accepting applications for a Troupers (volunteer) intern who can begin working with the historic theatre in fall of 2016. This position will provide applicants with experience in volunteer management including catering to individual rental event's needs and those of the non-profit Board of Directors. Additionally, working with the Morton provides applicants with the opportunity to network with local organizations by promoting volunteerism in a historical landmark while connecting with the greater Athens community.

The Troupers intern will be a part of the daily activities within the Morton and will create unique local content fostering a relationship between the theatre and the Athens community.

Purpose of Job

The intern will work with staff to support the (volunteer) Troupers program for the Morton Theatre. The Coordinator will be expected to assist in the volunteer recruitment efforts, to train and assist volunteers through the sign up process, support staff managing the volunteers, and to recognize Troupers after service and annually for all events and initiatives at the Morton Theatre.

Requirements:

- 6-12 hours in the office each week is expected. Applicants must be self-motivated individuals capable of effectively communicating with all Morton Theatre publics. Potential interns must be confident communicators through all channels and work well with other members of the Morton team.
- Knowledgeable and proficient with computers and computer software programs as necessary in the performance of job duties.
- Ability to communicate effectively and diplomatically with co-workers and the general public.

Supervision Received and Exercised

- Receives direct supervision from Morton staff and the Morton Theatre Corporation Volunteer Committee.

Essential Duties and Responsibilities

The following duties are normal for this job. Other duties may be required and assigned.

- Create unique monthly e-newsletter with volunteer opportunities and event details for Troupers

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- Collaborate with staff to create and distribute program brochures, posters, application forms and other documentation or publications as needed
 - Maintain online volunteer database (CERVIS) ensuring accurate logs of volunteers, projects, and service hours
 - Staff and manage theatre presence at professional and community meetings and fairs to recruit interested parties for volunteer service.
 - Execute and coordinate volunteer recognition and appreciation
 - May attend various Athens-Clarke County, community or board committees as required and assigned.
 - Create and maintain documentation on program progress, procedures, etc. for evaluation and transition

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma with knowledge of, or experience in a performing arts, volunteer, and/or non-profit environment is required. Bachelor's degree in a course of study related to occupational field preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

- Superior relationship building skills.
- A willingness to work occasional evenings and weekends as well as attending performances or other Morton Theatre-related functions as required.
- Experience with non-profits desired but not required.
- Strategic planning skills are an asset.

The Morton Theatre is a unit of the Arts & Nature Division of Athens-Clarke County Unified Government's Leisure Services Department and is supported in part by the Morton Theatre Corporation, a 501(c)(3) non-profit organization.

**PLEASE SEND RESUME AND COVER LETTERS TO THE ATTENTION OF
LYNN BATTLE GREEN, DIRECTOR**

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