

<b>Job Title</b>	Community Engagement Assistant
<b>Reports to:</b>	Community Engagement Manager

Kauffman Center for the Performing Arts is seeking a Community Engagement Assistant to provide reliable support for the Community Engagement Manager as they lead Open Doors community engagement efforts.

## **PURPOSE OF THE JOB**

The Community Engagement Assistant will serve as the virtual front desk of Open Doors initiatives and the Marketing & Community Engagement team. They will deliver exceptional customer service support to community partners, artists, vendors, volunteers and other staff members on behalf of the Marketing & Community Engagement team. They will administer timely assistance for a variety of Open Doors programs such as Backstage Intensive, Bus Transportation Fund, Career Center-Stage, Community Tickets, Future Stages Festival, Live in the Lobby and Trailblazing Talks student matinees.

## **ESSENTIAL JOB FUNCTIONS**

This part-time role will work approximately 10 hours per week (mostly remote\*) with an hourly rate of approximately \$18-20 per hour. The responsibilities include, but are not limited to, the following:

\*Attending approximately one in-person meeting at the Kauffman Center per month, as well as the Future Stages Festival walk-through, rehearsal and event held each June

### **Program Administration**

- Monitoring the Open Doors and Future Stages Festival email inboxes and addressing all messages within 48 business hours
- Managing performance group applications and paperwork for Future Stages Festival
- Communicating student matinee ticket order details and payment deadlines to educators
- Processing school matinee ticket orders and Bus Transportation Fund requests within 48 business hours

### **Outreach**

- Creating and maintaining grassroots outreach lists
- Managing Volunteer Outreach Team projects

## **Organization**

- Accurately documenting processes and procedures
- Maintaining open lines of communication with the Community Engagement Manager (i.e., weekly updates, bi-weekly virtual meetings, occasional in-person meetings, etc.)
- Tracking progress and reporting outcomes to the Community Engagement Manager
- Accurately logging and submitting work hours
- Performing other duties as required

## **QUALIFICATIONS**

### **Required Knowledge, Skills and Abilities**

Must possess the following:

- Experience working both independently and collaboratively
- Demonstrated ability to work with the public and use conflict resolution skills
- Adeptness at setting and maintaining own workflow and meeting deadlines
- Excellent written and verbal communication skills with demonstrated attention to detail and accuracy
- Proficiency in Microsoft Office applications including Outlook, OneDrive, Teams, Word and Excel & Google tools including Drive, Forms and Sheets
- Flexibility to accommodate a varied schedule

### **Preferred Qualifications**

- Experience working within a project management tool (i.e., Airtable, Asana, Trello, Monday, Microsoft Planner, etc.)
- Experience or demonstrative interest in education, outreach, community engagement, performing arts and/or the nonprofit sector is a plus

## Organizational Values

Adheres to and promotes the Kauffman Center organizational values:

ORGANIZATIONAL VALUES			
Own it, get it solved	Aim for excellence	Be enthusiastic	Act with respect
<ul style="list-style-type: none"> <li>▪ Integrity</li> <li>▪ Honest communication</li> <li>▪ Transparency</li> <li>▪ Trustworthy</li> <li>▪ Responsible</li> </ul>	<ul style="list-style-type: none"> <li>▪ Striving to improve or meet a standard of excellence</li> <li>▪ Motivated</li> </ul>	<ul style="list-style-type: none"> <li>▪ Flexible</li> <li>▪ Fun</li> <li>▪ Embraces new ideas</li> </ul>	<ul style="list-style-type: none"> <li>▪ Service</li> <li>▪ Considerate of others</li> <li>▪ Treat others with dignity and care</li> <li>▪ Work toward shared goals</li> </ul>

The Kauffman Center for the Performing Arts seeks a diverse talent pool affording equal opportunity to all candidates without regard to race, color, age, religion, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

## INTENT AND FUNCTION OF JOB DESCRIPTIONS

*Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.*

*All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*

*In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.*

*Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.*