Kauffman Center
FOR THE PERFORMING ARTS

Mission:
The Kauffman Center for the Performing Arts' vision is to enrich the lives of communities throughout the region, country and world by offering extraordinary and diverse performing arts experiences.

Volunteer Management Intern:
The Kauffman Center for the Performing Arts is seeking two enthusiastic individuals who are looking for hands-on volunteer management and communications experience in a fast-moving environment during the spring of 2018 (preferred February 12 – June 12, 2018). Note: dates can be flexible to accommodate school schedules. All candidates should indicate availability (days of the week + # of hours each day + # of hours per week), in cover letter.

The right candidate:
-Can commit to a minimum of fifteen hours per week during the course of the internship with some flexibility for select evening or weekend events;
-Is flexible, dependable, detail-oriented, and self-starting;
-Has strong written and verbal communication skills;
-Has experience with: data entry, PowerPoint, Excel, Word, email correspondence, and social media platforms.
-Has the ability to work with a variety of personalities to achieve a common goal and is willing to work through restrictions, limitations and permission/approval processes when working in high impact scenarios.
-Has served as a volunteer (for any organization)

Preference may be given to candidates who meet one or more of the following criteria:
-Is enrolled in a college program in Arts Management, nonprofit leadership or management, or business administration-related field OR has a demonstrative interest in volunteer management as a career
-Has previous experience working alongside or for professionals in the fields of Arts Administration, Marketing, Community Relations, Special Events, Nonprofit Management or similar;

Responsibilities and Outcomes
- Champion the planning process for our annual volunteer appreciation month and our annual recognition event.
- Shadow and assist during multiple volunteer experiences (i.e. training sessions, performance shifts, etc) to understand Kauffman Center front of house operations and volunteer expectations
- Generate and research content for monthly volunteer newsletter
- Help manage the volunteer database; this could include shift entry and volunteer profile maintenance
- Manage daily volunteer interactions while greeting volunteers, explaining shift responsibilities, practicing conflict resolution, and updating materials in the volunteer office
- Practice volunteer retention by assisting with the maintenance of the volunteer incentive program and coordinating upcoming volunteer recognition opportunities (i.e. curating prize baskets, planning activities and outings)
- Research and secure possible donations for volunteer recognition opportunities (i.e. local business gift cards).
- Take photos, create a volunteer picture database, and archive photos from volunteer events
- File, enter data, and complete other administrative duties as assigned
- Follow-up on volunteer communication through email responses and our social media profiles and private groups. Social media activity will likely include a monthly volunteer spotlight, volunteer newsletter sneak peek, picture posts, milestone announcements, event recaps, etc. conducted by one or both interns.

Intern should be present at all volunteer outings (expect 3 – 5 outings) and our Future Stages Festival (6/10/18).

Compensation:
While this is an unpaid internship but staff is happy to help arrange for course credit. Interns will have the unique opportunity to participate in the daily workings of a large, well-known performing arts center and young nonprofit organization alongside a tight-knit team. Our goal is for each of our interns to walk away with a portfolio of event planning, social media management, arts management, volunteer coordination and retention, volunteer recruitment, and data management experience. We want each of our interns to end their time with us with a renewed appreciation for both the Arts and the art of volunteer management.

Application process:
Please email a 1-page résumé and 1-page cover letter to: Joanna Polley at jpolley@kauffmancenter.org by Friday, November 17th, 2017. No phone calls, please. Additional materials, including writing or work samples, are welcome but not required. All application items must be submitted as a complete package. On your résumé, be sure to include why you want the position, relevant experience, computer skills, and one professional reference. We would remind you to include your availability as described above (days of the week + # of hours each day + # of hours per week), in your cover letter. References will be checked and interviews will be conducted. Thank you for your interest in interning at the Kauffman Center for the Performing Arts!