



Volunteers Coordinator

The Volunteer Coordinator is the point of contact for our legions of volunteers who keep our conventions running smoothly. The Volunteers Coordinator recruits, trains, and manages volunteers while adapting to the changing needs of the event on the ground.

Responsibilities

- Work with various department heads to determine on-site volunteer needs
- Develop an application process for prospective volunteers
- Work with Creative team to develop recruitment materials and put out a call for volunteers
- Communicate with local colleges/universities to recruit students to volunteer at the event
- Track applications and send acceptance information
- Maintain ongoing communication with volunteers and develop written training materials
- Create a volunteer schedule and facilitate the scheduling of all volunteers
- Hold multiple training sessions for volunteers ahead of the event, both off- and on-site
- Act as central hub for volunteer information and direct/supervise volunteers during the event
- Create and maintain a database of volunteers for future reference

Requirements

Passion and love for theatre are important for this position, as well as familiarity with NYC area theatre programs (for recruitment of volunteers). This position requires strong communication and organizational skills, and creative problem solving. As the Volunteers Coordinator, you will get one of the broadest perspectives of the ins and outs of BroadwayCon.

Involvement

Our Volunteers Coordinator does not have to be based in New York, but familiarity with current events in New York theatre and attendance at BroadwayCon is required.

If you are interested in joining the diverse team that brings our conventions to life, email recruitment@mischiefmanagement.com.

We look forward to hearing from you!