



Position Title: Administrative Volunteer

Type of Position: Volunteer, Non-Exempt

Time Commitment: 1–4 hours per week (task-based, flexible)

Manager: Administrative Team

Compensation: Civic Theatre Membership and Two (2) complimentary tickets to each Civic Theatre production

Summary

The Administrative Volunteer provides essential administrative, marketing, and development support to the Managing Artistic Director and Administrative staff. This role is ideal for someone who enjoys organization, communication, and supporting a nonprofit arts organization behind the scenes. Tasks are assigned based on availability, skills, and organizational needs, allowing for flexibility and meaningful contribution.

Key Responsibilities

Administrative & Office Support

- Establish, maintain, process, and update files, records, certificates, and other documents
- Assist with updates to Employee, Volunteer, and Board of Directors handbooks
- Help update and organize internal policies, contact lists, and job descriptions
- Prepare documents, letters, packets, and PowerPoint presentations
- Shred outdated paperwork and assist with general office organization
- Data Entry
- Organize shared spaces and ensure adherence to policies and procedures

Marketing & Communications Support

- Proofread and edit marketing, administrative, and development materials
- Assist with writing and sending correspondence (e.g., EITC letters, event outreach, etc.)
- Support the Marketing and Development Directors with playbills, letters, TV slides, and digital content
- Assist with the creation, editing, or production of promotional videos and trailers
- Help schedule and coordinate meetings related to marketing initiatives (e.g., Digital Marquee, special projects)
- Assist with online promotion and updating calendar listings
- Distribute marketing materials to businesses within the community

Fund Development & Events

- Assist with securing auction donations and coordinating fulfillment
- Help manage sponsor inquiries and distributing sponsorship materials
- Support planning and execution of Civic Theatre PWYW events and special event fundraisers



- Help coordinate logistics for off-site pickups, donation pick-ups, or resource gathering (as available)

General Support

- Assist with day-to-day operations as assigned based on interest and skill set
- Perform additional administrative or marketing tasks as assigned based on interest and skill set

Skills & Experience We Seek

This volunteer role is ideal for individuals looking to build experience or contribute existing skills in:

- Administrative support or office organization (nonprofit experience helpful but not required)
- Writing, editing, and proofreading
- Marketing, communications, or content creation
- Fund development or event support
- Microsoft Office (Word, Excel, PowerPoint) and general internet literacy
- Salesforce familiarity (a plus, not required)
- Adobe Creative Suite or video editing tools (a plus)
- Strong organizational skills and attention to detail
- Ability to work independently, take initiative, and handle tasks with minimal supervision
- Professionalism, collaboration, discretion, and respect for confidentiality

Why Volunteer With Us?

- Flexible, task-based commitment
- Meaningful behind-the-scenes impact on a nonprofit arts organization
- Opportunity to build skills in administration, marketing, and development
- Support a vibrant creative community while contributing on your own schedule

The job description is intended to be a summary of the primary responsibilities of the position. It is not a comprehensive listing of all duties and responsibilities. There may be additional job duties and/or projects assigned by your immediate supervisor. I have read the above job description and reviewed it with my supervisor.

Signature: _____ Date: _____