



Position Title: Community Engagement Volunteer

Position Type: Volunteer

Time Commitment: Approximately 1–6 hours per week (flexible; some evenings/weekends as needed)

Reports To: Marketing Director

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

Position Summary

The Community Engagement Coordinator is responsible for cultivating meaningful relationships between Civic Theatre of Allentown and the broader community. This role focuses on securing community outreach opportunities, partnerships, and external events that increase Civic's visibility, accessibility, and impact. The Community Engagement Coordinator works closely with staff to identify engagement opportunities and collaborates with the Volunteer Coordinator to ensure adequate volunteer staffing for outreach events and Civic productions.

This volunteer position is ideal for someone who enjoys networking, relationship-building, and representing the arts in community spaces.

Key Responsibilities

Community Outreach & Partnerships

- Research, identify, and secure community outreach opportunities, including festivals, fairs, school events, nonprofit collaborations, and local partnerships.
- Serve as a primary point of contact for external organizations interested in partnering with or hosting Civic Theatre.
- Build and maintain strong relationships with community organizations, schools, businesses, and civic groups.
- Represent Civic Theatre at community meetings, events, and outreach opportunities as needed.

Event Coordination & Planning

- Coordinate community engagement events in collaboration with Civic staff, including scheduling, logistics, and promotional support.
- Work with the Marketing Director to ensure outreach opportunities align with current productions, programs, and strategic goals.
- Communicate event details to internal staff and ensure alignment with organizational priorities.

Volunteer Collaboration

- Coordinate with the Volunteer Coordinator to ensure appropriate volunteer coverage for all community outreach events.
- Provide clear expectations and event details to support smooth staffing and execution.
- Partner with the Volunteer Coordinator to support volunteer engagement at Civic Productions when outreach staffing overlaps or is shared.

Promotion & Representation

- Support the promotion of Civic Theatre programs, productions, and educational opportunities at community events.
- Gather feedback, contacts, and insights from outreach efforts and share with staff as appropriate.
- Help identify new audiences and community groups that could benefit from or support Civic Theatre.

Reporting & Evaluation

- Maintain basic records of outreach events, partnerships, and community contacts.
- Assist in evaluating the effectiveness of community engagement efforts and suggest improvements or new opportunities.
- Provide updates and summaries to staff as requested.

Qualifications & Skills

- Bachelor's degree in a related field **or** relevant volunteer or professional experience in community engagement, arts administration, education, or nonprofit work
- Strong interpersonal, communication, and relationship-building skills
- Ability to represent Civic Theatre professionally and enthusiastically within the community
- Comfortable working independently and taking initiative with minimal supervision
- Organized, dependable, and detail-oriented
- Commitment to collaboration, respect, and confidentiality
- Positive attitude and passion for the arts and community involvement

Why Volunteer as a Community Engagement Volunteer?

- Help build meaningful connections between Civic Theatre and the wider community
- Represent the theatre at events, programs, and outreach activities
- Gain or grow experience in community relations, arts advocacy, and public engagement
- Support the arts by welcoming new audiences and strengthening local partnerships
- Enjoy flexible, event-based and task-based scheduling

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: _____