

Front Row Centre Players Society

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August 19th, 2019

FRC is Seeking an Eager Individual to be nominated as Volunteer Director

Description of the Position

The Volunteer Director is a volunteer leadership position for Front Row Centre Players. Reporting to the Board President, the Volunteer Director is the member of the Board of Directors responsible for the recruitment of volunteers for the society and retention initiatives. Although this is a volunteer position, you will be part of a fun-loving and exciting group and an essential part of a successful community musical theatre company.

Duties of the Position

- Attend monthly board of directors meetings (usually held on a weekend morning or weekday evening)
- Prepare a monthly report for the board of directors
- Maintain and manage a small committee of volunteers that meet regularly
- Present and maintain an annual plan for volunteer recruitment and retention
- With the assistance of the Volunteer Committee:
 - Onboard newly interested volunteers to determine their best fit in the organization and inform them of our process
 - Recruit volunteers on an ongoing basis, in particular for casinos, front of house roles, box office requirements, committee members, and board director positions.
 - Seek out new volunteers and new methods of finding volunteers to fill frequently required roles
 - Research new ideas for volunteer rewards and recognition
 - Coordinate show related meals (during move-in and strike).

Preferred Competencies

- Ability to work with a team
- Ability to manage a small group
- Time sensitivity; ability to work to tight deadlines
- Basic computer skills - communication by e-mail is a definite must;
- Interview skills
- Most important is enthusiasm and a passion for musical theatre!

About Front Row Centre Players

Front Row Centre Players Society is a not-for-profit, volunteer driven, community theatre organization. Founded in 1987 as a church group, FRC was officially incorporated in 1988 and presented their first show, Jesus Christ Superstar. Since then, the company has grown to one of the premier community theatre organisations in the city.

FRC currently produces 4 main stage musical productions in each season at the Beddington Theatre Arts Centre, using more than 200 volunteers each year in a multitude of roles. FRC is governed and run by a volunteer board.

FRC is supported by the Alberta Lottery Fund, Alberta Foundation for the Arts and Calgary Arts Development Authority.

How to Apply

Please send a letter of interest, stating why you think you are appropriate candidate for this position via e-mail to Darren Stewart, President at president@frontrowcentre.ca.

As a board position, nominations are open for this position to anyone from the membership, but to be considered for nomination by the current board of directors, **please apply by August 30, 2019.**