

Front Row Centre Players Society

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August 7th, 2015

FRC is Seeking an Eager Individual to act as Volunteer Director

Description of the Position

The Volunteer Director is a volunteer leadership position appointed by the FRC Executive by the authority of the members of the society. 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 team of 3-4 volunteers that meet regularly (some recruitment may be required)
- Present and maintain an annual plan for volunteer recruitment and retention
- With the assistance of the Volunteer Team/Committee:
 - Interview newly interested volunteers to determine their best fit in the organization
 - Recruit volunteers at the request of board directors and producers, 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, using more than 200 volunteers each year in a multitude of roles. FRC is governed and run by a 14 member volunteer board formed from a mix of elected and appointed directors.

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

How to Apply

No resume is required, 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.

The deadline to apply is August 20th, 2015.