



## Volunteer Coordinator

Oakland Symphony seeks an enthusiastic, committed individual to build, oversee, and manage our volunteer base.

**Job title:** Volunteer Coordinator

**Area of focus:** The Volunteer Coordinator serves as the leader for all volunteers assisting at Oakland Symphony events and activities. Part of the administrative team, the volunteer coordinator serves as an enthusiastic recruiter, morale booster, and organizer of all the volunteer engagement activity. S/he is also a major collaborator with the entire Symphony staff to create an amazing volunteer experience!

**Reporting Structure:** Reports to Executive Director as part of administrative team.

**Job type:** Part-time, non-exempt

**Duties and responsibilities:**

- Track volunteer benefits and hours in database
- Procure via email the number of volunteers needed for activities for Development, Marketing, other as needed; follow up with several emails to keep track of them and keep them up to date about the upcoming activity
- Coordinate events tied to donor recognition and cultivation
- Manage volunteers for development-related mailings and special events
- Provide volunteer stories and profiles to Marketing Director for us on website and newsletters
- Be a helpful member of a dynamic administrative team which supports the programs of Oakland Symphony, Oakland Symphony Youth Orchestra, Oakland Symphony Chorus

**Requirements:**

- Procure food and beverages for events, whether it be by locating an appropriate caterer, or buying, transporting and preparing the food myself or with the help of volunteer(s)
- Doing table and chair set up at events for volunteers as needed, plus take-down and clean-up as needed, and managing volunteer(s) who assist in this
- Procure in-kind donations for volunteer recognition awards and prizes, and manage volunteers who do the same in our name
- Track comp tickets due to each volunteer for their work
- Create fliers, posters, raffle tickets and other materials to advertise the volunteer opportunities

- Send out thank you letters or emails to volunteers after each event
- Procure volunteers for additional Oakland Symphony events as needed

To apply, please submit a cover letter and resume, along with any salary expectations and list of references to:

**Steven Payne**, Executive Director, at [spayne@oaklandsymphony.org](mailto:spayne@oaklandsymphony.org).

## Addendum

### 2016/17 Season Schedule

*as of 8-12-16*

## Current classical music/mainstage concerts

Paramount Theatre, Oakland

- Concert: October 14 @ 8 pm
- Concert: November 18 @ 8 pm
- Concert: February 24 @ 8 pm
- Concert: March 31 @ 8 pm
- Concert: May 19 @ 8 pm

## Other concerts/sets:

Independence Eve Celebration

Craneway Pavilion/Alameda County Fair

1. Concert 1: July 3 @ 8 pm
2. Concert 2\*: July 4 @ 8 pm

## Young People's Concerts\*

### Venue TBC

1. Concert 1A/1B: October 25: Two performances daily at 9:30 and 10:45 am (1 service)
2. Concert 2A/2B: October 26: Two performances daily at 9:30 and 10:45 am (1 service)
3. Concert 3A/3B: October 27: Two performances daily at 9:30 and 10:45 am (1 service)

### Gala

- Saturday, November 5 at The Rotunda

### Break Bread

#### Paramount Theatre

1. Concert: December 11 @ 8 pm

## Chamber Music sets

### Street Fairs

The following street fairs have expressed an interest for Oakland Symphony musicians to perform:

1. Art & Soul - August 20 and 21, 2016
2. Hiero day - September 5
3. Oakland Pride - September 11, 2016
4. Eat Real - September 23 to 25, 2016
5. Oaktoberfest - October 1, 2016
6. Rockridge Out & About - October 9, 2016
7. Oakland Tree Lighting - November 2016

Other street fair festivals we are reaching out to. A maximum of ten (10) Street Fairs to be scheduled for the season:

8. Pedalfest - July 23
9. Laurel Street Fair - August 13
10. Oakland Music Festival - TBD
11. Others TBD

### Oakland Symphony Essentials

Various locations. Preview events leading into each main stage classical concert and Break Bread:

1. Essentials 1: October concert preview
2. Essentials 2: November concert preview
3. Essentials 3: Break Bread (December) concert preview
4. Essentials 4: February concert preview
5. Essentials 5: March concert preview
6. Essentials 6: May concert preview