



Matthews Opera House and Arts Center
Community Engagement Officer
Job Description

Reports to: Executive Director

Schedule: 25-30 hours per week at \$15 per hour (\$18,750 per year - 50 week year)
Must be able to work a flexible schedule to include daytime, evening, and weekend hours
Must be comfortable with MS Office, Google Drive

Overview:

Candidate must believe in the value of the arts in the Spearfish community and the importance of the Matthews Opera House as a cornerstone of community life. Candidate must be high energy, outgoing, and comfortable conversing with a broad range of artists, patrons, business leaders and community visitors about all aspects of the arts center and its operations. Must have a mature demeanor and represent the Matthews in a professional manner. Good writing, spelling, budgeting, and organizational skills are required. Must also have a creative spirit and enjoy the arts.

The Community Engagement Officer will regularly work on:

- Outreach projects, residencies, and events
- Recruitment, development and maintenance of organizational sponsorships and donors
- Recruitment, development and training of volunteers
- Front of House events management
- Administration of Festival in the Park

Summary:

- Develop and sustain positive relationships with community businesses, sponsors, donors, volunteers, patrons and visitors
- Responsible for fostering, maintaining, and organizing arts outreach within the various sectors of the community including public schools, social service agencies, foundations , and other community organizations
 - Identifies and develops relationships with organizations that will potentially benefit from direct arts outreach
 - Coordinates residencies using local and touring artists including location scheduling, artist communications, staffing, equipment/supplies delivery, hospitality, educational materials, and publicity
 - Develops and delivers community arts projects that connect connect the local community to the arts

- Actively identifies populations of underserved individuals and determines courses of action to incorporate those populations into our outreach efforts
 - Develops and manages budgets for outreach programs to ensure grant compliance and financial oversight of spending
 - Evaluates the effectiveness of programs; completes required grant evaluations
 - Develops relationships with local and regional artist educators to support art workshops and creative opportunities - both paid and free - for community members of all ages
 - Coordinate with other staff members to create annual calendar of arts classes, community arts shows, and free arts programs at the arts center
 - Maintains an active database of qualified local artists to lead art classes and workshops
 - Working with the Marketing Manager, create publicity and marketing campaigns to ensure patron participation and to meet revenue targets
 - Coordinates speakers and logistics for the Bellman Brownbag Series (once a month during the school year), and makeSPACE Author Talks (once a month during the school year)
 - Coordinates staffing, supply purchases, and set-up for classes and workshops
 - Develops programming, and coordinates staffing, volunteers, scheduling, and supply orders for the Big Read program (every other year)
- Responsible for donor and sponsor recruitment, development and record maintenance
 - Actively recruits new sponsors through local businesses, foundations, and community groups
 - Actively grows and maintain current donor levels
 - Identifies and develops relationships with individual donors, foundations, and business sponsors to financially support the Matthews through cash support or in-kind donations
- Responsible for nurturing and growing the volunteer base of the arts center to support delivery of outstanding arts opportunities and events in our community
 - Actively recruits new volunteers through local businesses and community groups
 - Manages the volunteer database ensuring that the information is accurate and timely
 - Works with the Marketing Manager to promote volunteerism through social media, PR outlets, and events
 - Works with individual volunteers to identify opportunities for engagement that are meaningful and fulfilling to them
 - Trains and schedules volunteers for events
 - Develops an active appreciation program for dedicated volunteers
- Manages all events including musical performances, community theatre performances, film festivals
 - Schedules volunteers
 - Directs volunteers to ensure patron satisfaction and smooth event operations including set-up, box office, ushering, and cash handling
 - Greets and assists event patrons
 - Ensures closing procedures are completed and facilities are secured at the end of events

- Administers the annual Festival in the Park event
 - Recruiting vendors and managing records
 - Managing entertainment, food vendor, children's activities and beer garden coordinators
 - Scheduling of events
 - Training of volunteers
 - Overseeing budget and managing revenue and expense targets
 - Strategically looking at expense and income to guarantee a profitable event
 - Working the festival and managing all details for the three days the event takes place
 - Working with the Marketing Manager to promote the event on various festival listing websites
 - Coordinating administrative work around vendor records and files
 - Assigning booths and sending acceptance/rejection letters
 - Gathering and coordinating materials and equipment necessary for festival
 - Working with City on details around parking and park usage
 - Marking of booth spaces in park and general problem solving around vendor booth coordination
 - Coordinating material transport
 - Coordinating with individuals responsible for food vendor and beer garden set-up
 - Preparing all payments and invoices after the festival in preparation for fiscal year close

- Supports overall activities at the arts center including staffing, ticket purchases and POS sales

Physical Requirements:

- Candidate must be able to lift up to 50 pounds, be comfortable climbing ladders, negotiate gallery basement stairs, move tables and theatre chairs, and stand/walk for an extended period of time outside
- Candidate must have access to reliable transportation for off-site residencies and events

Qualifications:

- Ideally, candidate will have experience in planning and leading events or programs that involve multiple age groups and abilities. Must demonstrate ability to think creatively in program, sponsorship and volunteer development
- Undergraduate degree with a record of academic achievement is preferred; extensive work experience in related fields may be substituted for a degree