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