

**Tamara C. Williams**  
Executive Director

**Roberta Gasbarre**  
Artistic Director

WASHINGTON  
**REVELS**  
Community. Tradition. Celebration!

**Elizabeth Anne Fulford**  
Music Director

**Andrea Jones Blackford**  
Associate Artistic Director

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**Washington Revels Community Engagement Coordinator**

**WORKS IN PARTNERSHIP WITH:** Washington Revels Executive Director and Artistic Team (day-to-day)

**REPORTS TO:** Executive Director

**HOURS:** Full-time, salaried position \$45,000-\$50,000 commensurate with experience (occasional evenings and weekends, as required)

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**POSITION SUMMARY**

The Community Engagement Coordinator plans and supports the coordination of community events and programs and the management of volunteers within Washington Revels, Inc. (WR). In close collaboration with WR staff, the Coordinator plans community events, serves as a liaison between communities in and around Montgomery County, and helps recruit and organize volunteers for a wide variety of Revels programs, events, and capacity-building activities.

The position requires a creative and welcoming person who easily connects with others and links the needs of the organization with the interests of current and prospective community partners and volunteers.

The successful candidate will have, or swiftly develop, a holistic and comprehensive understanding of Revels and will be a bridge-builder who supports an ever-stronger level of community and volunteer engagement. They are highly organized, detailed, yet flexible, and can function effectively in a loosely structured but complex work environment that is constantly and rapidly changing. Finally, they must be able to utilize technology to streamline operations and track volunteers and their activities.

**COMPETENCIES:**

- Results driven
- Excellent verbal and written communication
- Excellent people skills
- Problem-solving / analysis
- Ability to manage multiple projects simultaneously
- Ability to work with various people/groups

**DUTIES AND RESPONSIBILITIES**

**Community Outreach Coordination**

Coordinate internal organizational and programmatic communications including:

- Promote events and activities to WR community members and outreach to new communities
- Use data analysis to improve communication
- Support members of staff with various technological functions related to community building and engagement, primarily but not limited to Google Groups
- Support the Executive Director with any communications needs as required

Support WR community driven activities, initiatives and events by:

- Coordinating communication with special interest groups and facilitating language access, (i.e. language or hearing interpretation services) for communities needing those services



- Recruit volunteers to help facilitate community driven events such as work parties and outreach activities by providing logistical and marketing support where needed
- Support special events aimed at community engagement such as Pub Sings and Parades
- Develop volunteer committees to help organize community events
- Propose and initiate contact with new special interest groups, initiatives and events in order to increase engagement with different populations

### **Volunteer Coordination & Management**

In consultation with the Production Manager, manage the recruitment, onboarding and training, oversight and evaluation of volunteers supporting WR programs and activities. Specific volunteer coordination duties include:

- Develop and maintain a general knowledge of Washington Revels programs, activities, and of the wider WR community via a holistic understanding of how WR programs fit together to serve the goals and mission of the organization and the community of performers and volunteers.
- In all job functions, implement and adhere to WR policies, including values and priorities for Diversity, Equity and Inclusion
- Develop and maintain relationships with the wider WR community members (“WR community” is defined as staff, board, performers, volunteers, interns, program participants, and audience members)
- Strategize ways to recruit and engage volunteers of all ages, backgrounds, experiences, abilities and segments of the broader community
- Conduct appropriate recruitment of volunteers such as liaising with local colleges and high schools
- Identify and collect tracking data regarding WR volunteers (time volunteered, basic demographics, volunteer interests and capacity, etc).
- Must be good at resolving conflict and identifying potential solutions

During large scale productions such as *The Christmas Revels* and *Spring Revels*:

- Provide support as needed for the Production Manager, performer-volunteers throughout the rehearsal and performance process
  - Serve as liaison between volunteers, interns, and production/administrative staff
  - Support pre-production needs, such as volunteer work parties
  - Be available on site to supervise volunteer crew heads and provide support
  - Troubleshoot functions for any issues that arise

### **WORK TECHNOLOGY:**

This position operates in a professional office environment with an all-MAC IT system, Dropbox cloud storage, QuickBooks Online, an integrated ticketing and CRM platform.

### **WORKPLACE and HOURS:**

This is a full-time position. Normal work hours include a standard 40-hour work week, with additional evening and weekend hours as needed. The Revels office is located at Glen Echo Park, with the flexibility to work off-site, as the work itself allows.

### **COMPENSATION and BENEFITS:**

Salary \$45,000-\$50,000 based on experience; paid vacation, sick leave, holidays and personal days: and employer contributions toward one or more traditionally deductible benefits, at the employee’s discretion (e.g. health insurance, Section 403(b) plan, etc.).

### **TO APPLY:**

Submit a resume and cover letter to [jobs@revelsdc.org](mailto:jobs@revelsdc.org) or mail to P.O. Box 665, Glen Echo, MD 20812.