

# CHICAGO ARCHITECTURE BIENNIAL

## **Opportunity: Volunteer Coordinator**

The Chicago Architecture Biennial (CAB), which debuted in 2015 and the next iteration which will be held in the fall of 2017, seeks candidates for the Volunteer Coordinator position. The Volunteer Coordinator will assist the Events and Programs Team recruiting and organizing a team of volunteers for the dynamic CAB schedule during the Opening Week and throughout the run of the Biennial.

### **Key requirements include:**

- Organize and manage outreach to recruit and vet volunteers for Opening Week and Biennial Programming running Sept-Jan.
- Work with Program and Events team to schedule volunteers during Opening Week and Biennial Programming.
- Assist Program and Events team with training, developing and providing relevant messaging, and regular communication with volunteers.
- Assist Events Team in managing on-site check-in area, information services and VIP relations.
- Act as Team Lead and Manager of Volunteers at all Biennial events and programs.
- Provide clerical support as needed, including answering phones, monitoring incoming mail, responding to inquiries, acquiring equipment or supplies, and coordinating meetings (catering and preparing necessary materials).
- Coordinate Evaluation Teams (including Volunteers) in administering surveys, intake of focus groups, etc.

### **The ideal candidate will have the following skills, qualities and characteristics:**

Bachelor's Degree required; 1-2 years of experience producing programs in a museum or cultural setting; experience managing volunteers; flexible and collaborative personality; experience in public speaking; excellent organizational skills and attention to detail; ability to work in a fast-paced environment; strong research, and communication skills; computer and database experience. Ability to work evening and weekend hours for programs as required.

CAB supports a diverse and inclusive staff team and strongly encourages applications from people of color, persons with disabilities, women and LGBTQA applicants.

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## **About the Chicago Architecture Biennial**

The Chicago Architecture Biennial provides a platform for ground breaking architectural projects and spatial experiments that demonstrate how creativity and innovation can radically transform our lived experience.

A vision of Mayor Rahm Emanuel for a major international architectural event and an outcome of the comprehensive cultural plan developed by Chicago's Department of Cultural Affairs and Special Events, the 2015 Chicago Architecture Biennial was presented with significant support of BP and numerous other funders, and in partnership with the City of Chicago and the Graham Foundation.

Through its constellation of exhibitions, full-scale installations, and program of events, the Chicago Architecture Biennial invites the public to engage with and think about architecture in new and unexpected ways, and to take part in a global discussion on the future of the field.

Please send resume and cover letter to: [info@chicagoarchitecturebiennial.org](mailto:info@chicagoarchitecturebiennial.org) with Volunteer Coordinator in the subject line.