



## Community Center for the Performing Arts

### ***Assistant Membership Coordinator***

We are growing our membership base and reaching out to new community members. Members are essential to keeping the WOW Hall going and we need assistance in retaining current members and recruiting new members

#### **Job Requirements**

##### **Members Retention**

- Make calls to members to ensure renewals; a script will be provided
- Take credit card info
- Send out receipts
- Update the database

##### **Member Recruitment**

- Work collaboratively with our Membership Coordinator using strategies to attract new members.

##### **Annual Membership Party**

- Help organize and support activities in making the Membership Party a success at the direction of the Membership Coordinator

#### **Job Qualifications**

- Strong written and oral communication skills
- Attention to details
- Adept at follow-through
- Track responses and update the membership data base
- Take direction and follow the lead of the Membership Coordinator
- Be a self-starter
- Be part of a positive collaborative work environment

**Approximately 12 hours a week;** 6:00-9:00 P.M. Monday-Thursday and some additional time to help with the Annual Membership Party in December

**Pay:** \$16.00 per hour

#### **Benefits:**

Attend WOW Hall shows

Bus pass

A kind and positive work environment

Consider joining a passionate committed team working to grow our offerings at Eugene's historic community-based performance venue.

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they are able to perform every task in the job description. **We are most interested in finding the best candidate for the job, and that candidate may be one who comes with relevant transferrable skills from a variety of sources and experiences.** If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.

**Please send a letter of interest and resume to:**

[applications@wowhall.org](mailto:applications@wowhall.org)