



Organization: Madison- Morgan Cultural Center

Volunteer Title: Administrative Volunteer

Work Location: MMCC Main Building

Volunteer Impact: Be a part of bringing the arts to Madison! We are the only local venue in our county that offers professional theatre, dance, and music performances, and we are one of only two organizations that offer rotating visual art exhibits. We are one of only two local outlets for the rural schools of our area to experience local history exhibits. Currently, the Cultural Center serves more than 25,000 visitors yearly and maintains members from Morgan, Newton, Oconee, Clarke, Greene, Putnam, Jasper, and Walton counties in Georgia.

Responsibilities and Duties: Volunteers should arrive on time for scheduled shifts. Volunteers will assist our front desk staff with administrative tasks such as: preparing large mailings, answering phones, taking ticket orders, and other basic office tasks. Often times, volunteer opportunities will be seasonal.

Qualifications:

- A passion for the arts and MMCC
- Must desire to advocate and promote MMCC
- Knowledge of MMCC history is a plus!
- Office experience is a plus!

Skills, Experience, and Attitudes: Volunteers must be team oriented and come to each shift with a positive attitude!

Orientation and Training: There will be an orientation for new volunteers. Please inquire at the Cultural Center for dates.

Benefits:

- Access to free and easy parking in the Cultural Center's lot
- Meeting new people in a friendly atmosphere
- Giving back to the Madison community