



City of Chicago
Rahm Emanuel, Mayor

Department of Cultural Affairs & Special Events

Mark Kelly, Commissioner

NOTICE OF VOLUNTEER OPPORTUNITY

NOTICE OF VOLUNTEER OPPORTUNITY

Department of Cultural Affairs and Special Events

UNPAID

The Department of Cultural Affairs and Special Events (DCASE) is dedicated to enriching Chicago's artistic vitality and cultural vibrancy. This includes fostering the development of Chicago's non-profit arts sector, independent working artists, and for-profit arts businesses; providing a framework to guide the City's future cultural and economic growth, via the 2012 Chicago Cultural Plan; marketing the City's cultural assets to a worldwide audience; and presenting high-quality, free and affordable cultural programs for residents and visitors.

DCASE relies on volunteers to provide information, lead tours, and greet the public at a wide range of free cultural venues and events. 2017 opportunities include:

- Chicago Cultural Center: Tours (public and private), Information desks (3.5-hour shifts), and Events support—greeting and way-finding for concerts, exhibition openings, conferences, family events, Cook County civil wedding ceremonies and more
- Clarke House Museum: Tours (public and private)
- Millennium Park: Information booths (3.5-hour shifts)
- Taste of Chicago: Information booths (3.5-hour shifts) and Events support—greeting, wayfinding

DUTIES:

- Information Desk volunteers serve as the first point of contact for guests and answer questions about the Chicago Cultural Center, Millennium Park, and the Taste of Chicago. Required 3.5 hour shift
- Chicago Cultural Center and Clarke House Museum docents lead Tours of those buildings
- Saturday Cook County Civil Wedding Ceremonies: Set-up and take-down, and help manage the civil wedding ceremonies. Hours 10:00am – Noon on select dates
- Perform additional functions to support other DCASE events, including greeting, wayfinding, check-in, set-up and various administrative duties

MINIMUM QUALIFICATIONS:

- Must be 18 years of age or older
- Excellent communication skills
- Excellent customer service skills
- Knowledge of Chicago and the Loop, arts and events
- Able to volunteer 10 – 15 hours per month; able to volunteer days, evenings, weekends, and holidays with a flexible schedule
- Must be reliable and on time
- Basic computer knowledge and access to email

NOTES:

- This is an at-will position.
- Duties may include both indoor and outdoor activities.
- Candidates are required to pass a criminal background check (fingerprinting) and attend a mandatory two (2) hour training course prior to volunteering. Additional training may be required for some volunteer assignments.
- Previous volunteer experience is highly valued, but not required.
- Knowledge of Chicago history and art history are highly valued but not required.
- Proficiency in a foreign language is highly valued, but not required.
- Successful candidates should work a minimum of 10 - 15 hours a month. Work hours available include days, evenings, weekends, and holidays.
- Successful candidate will be notified by phone or email.

RESIDENCY REQUIREMENT: Not Required

SALARY: UNPAID

CLOSING DATE: Open Until Further Notice

INSTRUCTIONS:

- Interested candidates should fill out the DCASE Volunteer Application available on the city of Chicago's website at www.cityofchicago.org/CAREERS
- Completed applications should be emailed, faxed, or mailed to:

EMAIL TO: DCASE.Volunteers@cityofchicago.org

OR

FAX TO: 312-744-2089

OR

**MAIL TO: Department of Cultural Affairs and Special Events
ATTN: DCASE Volunteer Coordinator
78 E. Washington St., Room 410
Chicago, IL 60602**

If you are a person with disability and require a reasonable accommodation in order to participate in the application process, please contact the City of Chicago, Department of Human Resources at 312 744-4976 (voice) or 312 744-5035 (TTY). You may be required to provide information to support your reasonable accommodation request.

ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ANY AND ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT

CITY OF CHICAGO IS AN EQUAL OPPORTUNITY EMPLOYER AND MILITARY FRIENDLY
