



VOLUNTEER OPPORTUNITIES

NJPAC One Center St., Newark, NJ 07102 Phone: 973.297.5808 Fax: 973.642.7372 Email: Volunteers@NJPAC.org

ADMINISTRATIVE AND DATA ENTRY VOLUNTEERS

Administration is a diverse area where experience is preferred.
Volunteer reports to a staff member and work station.

Administration- Assisting staff member, but not limited to;
Filing, answering telephones, making phone calls, processing mail, familiar with Word and Excel, mailings
Self starter and able to work alone to accomplish goal
3 or more hours, Mon-Fri office hours.

Data entry-
Knowledge of Excel and MS Word
Self starter and able to work alone to accomplish goal.
Accuracy is required.
Mon-Fri during office hours.
Scheduled as needed

Receptionist -
Pleasant speaking voice, able to handle multiple phone calls.
Knowledge of the phone system helpful, training is provided.
Mon-Fri during office hours, times and dates may vary.
1-4 hours

NEW MEDIA VOLUNTEER -

Research websites and media outlets
Upload photos & videos onto database
Take digital photos of events and upload to database.
Update Face book as necessary.
Manage data; download from camera, send email, order prints, or other methods.

Skills
Good working knowledge of social media.
Able to manage time and projects.
Operate a flip camera (NJPAC provides- training will be provided)
Writing ability
Database experience

Mon-Fri during office hours.
Scheduled as needed.

PUBLIC INFORMATION TABLES

Outgoing, people friendly, customer service oriented, talkative volunteers who can easily approach people are needed.
Tables will be at various locations on and off-site. These can include staffing a table or distributing palm cards at festivals or *Sounds of the City*.
Self-starter, often needs to pick up materials in advance. Various dates and times, evenings and weekends.
Volunteers may often take advantage of the free admission at off-site events or be seated, according to availability at the NJPAC performance they are working.
2 hours- 4 hours shift times.