



**Loos Center for the Arts Job Posting**  
**Feb 28, 2026**

**Volunteer & Hospitality Coordinator**  
**Stipend Position (Flexible Schedule)**

**Job Summary:**

The Volunteer & Hospitality Coordinator plays a critical role in ensuring seamless front-of-house operations and positive artist experiences by managing volunteers, coordinating hospitality logistics, and serving as a trusted operational partner to the Executive Director and House Managers.

**The successful candidate will:**

Be a highly organized, community-focused leader with exceptional interpersonal skills and a passion for live events. This role oversees all volunteer logistics for approximately 20 annual Loos Center events during the academic year while coordinating hospitality needs for visiting talent.

**General Duties & Responsibilities:**

**Volunteer Management & Leadership**

- Recruit, onboard, and train new volunteers
- Manage all volunteer scheduling using SignUp.com
- Ensure all volunteer roles are filled for each event (~20 annually)
- Maintain accurate records of volunteer hours and issue comp tickets/credits
- Communicate event updates, schedule changes, and expectations clearly
- Collect volunteer feedback and maintain a positive volunteer culture
- Assist in planning and executing volunteer appreciation events
- Maintain a visible, welcoming presence in the community to strengthen recruitment
- Exercise authority to address performance concerns and dismiss volunteers when necessary
- Be trained and comfortable in all front-of-house roles, including House Manager, Greeter, Usher, Ticket Taker, and Box Office Representative
- Volunteer at select events as needed (not required at every event)

## **General Duties & Responsibilities (Continued):**

### **Hospitality & Talent Support**

- Coordinate hospitality logistics, including hotels, meals, and transportation
- Shop and fulfill artist contract riders
- Assist with green room setup and hospitality preparation
- Work closely with the Executive Director to ensure rider compliance and a high-quality artist experience
- Serve as a professional and welcoming liaison to visiting artists and management teams

### **Operational Support**

- Assist with box office calls and patron inquiries as needed
- Support event-day operations and troubleshoot volunteer or hospitality issues
- Other duties as assigned

## **Qualifications:**

- High School diploma
- Strong interpersonal and leadership skills
- Exceptional organizational and time-management abilities
- Comfortable managing software tools such as Signup.com
- Ability to lead volunteers of varying ages and experience levels
- Strong communication skills (written and verbal)
- Professional demeanor when interacting with artists and patrons
- Ability to work independently while collaborating closely with leadership
- Experience in volunteer coordination, events, hospitality, or arts administration is preferred but not required
- Must pass a background check

Evening and weekend availability during the academic year is required.

Interested candidates should submit an employment application, a letter of interest, a résumé, and letters of recommendation to:

**Loos Center for the Arts**  
Eric Davidson, Executive Director  
150 Route 169, Woodstock, CT 06281  
edavidson@theloos.org

Closing date: until position is filled

Please visit our website, [www.theloos.org](http://www.theloos.org), to print a copy of our Employment Application.

**EOE**