



POSITION DESCRIPTION

Title: Public Programs Volunteer

Direct Report: Programs Coordinator & Programs Associate

About The Africa Center

The Africa Center provides a gateway for engagement with contemporary Africa. The Africa Center is transforming the world's understanding of Africa, its Diaspora, and the role of people of African descent in the world. Serving as the hub for the exchange of ideas related to the continent, and in the spirit of collaboration with individuals and institutions who share our values, The Africa Center inspires enthusiasm, advances thought, and empowers action around Africa's global impact on our collective futures. This mission is guided by a leadership team that includes Board Co-Chairs Chelsea Clinton and Jendayi Frazer, Board President Halima Aliko Dangote, and CEO Uzodinma Iweala.

Since launching its public programming in January 2019, The Africa Center has already attracted and engaged thousands of visitors in a series of inaugural performances, installations, talks, readings, book signings, and film screenings. Teranga, a fast-casual restaurant located on the Center's first floor that highlights food from the continent and hosts tastings and cooking demonstrations aligned with the Center's programming and mission, has received critical acclaim. Learn more at theafricacenter.org and engage with our social media @theafricacenter on Instagram, Facebook and Twitter.

Position Overview:

The Africa Center is currently seeking volunteers to assist with the set-up and break-down of the Center's public programs. The Center is launching a new exhibition in Fall 2022 with approximately 2-4 programs per month. The average time of each program, including set-up and breakdown is estimated to be 4 hours. Volunteers will get to enjoy a range of programs at The Africa Center, from theater and music to literary events and talks. Volunteers are unpaid, and candidates should be able to commit to at least 4-hours per month for a minimum of 6 months.

Volunteers will report to the Programs Coordinator and work in collaboration with other TAC staff and consultants.

Address | 1280 Fifth Ave | New York, NY 10029

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Duties include but are not limited to:

- Work with other volunteers and team members to set-up space for a range of public programs. This will include assistance with re-arranging and lifting furniture, A/V set up, food and beverage set-up, sound check, etc.
- Check-in or register guests electronically and/or manually.
- Distributing brochures, collateral and promotional materials as well as speaking to guests about upcoming events, installations and the overall mission of The Africa Center.
- Make guests feel welcome and at home at The Africa Center. This may include guiding them to staff as appropriate, refreshments, the restroom and helping answer guest questions as needed.
- Keeping track of the number of guests attending each event.
- Support with the set-up and breakdown of A/V requirements of the specific events.
- Collect systematic feedback and input from guests on events, with support and guidance from staff.
- Work with volunteers and team members to break-down space at the end of the event. This will include assistance with re-arranging and lifting furniture and cleaning-up space as needed.

Qualifications:

The ideal candidate will be above the age of 18 and be capable of doing physical work such as lifting and carrying tables and chairs. They will have excellent written and verbal communication skills and will be able to handle diverse tasks. An interest in the mission and the vision of The Africa Center is required.

Benefits

Active volunteers will receive transport reimbursement (i.e. two-trip MetroCards), a 15% discount at Teranga and free admission to exhibitions and programs at The Africa Center. We also offer academic credit.

How to Apply:

If you are interested in volunteering, please fill out our [application form](#). Due to limited capacity we cannot accommodate all applications, only those candidates considered for an interview will be contacted. If you have any issues completing the form, please email programs@theafricacenter.org

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