

2016 Americans for the Arts – City of El Paso, Museums and Cultural Affairs Department

Volunteer Job Description: Volunteer Survey Administrator for Arts and Economic Prosperity 5 (AEP5)

About the Position:

The Volunteer Survey Administrator will assist in conducting on-site surveys throughout the City of El Paso at a variety of arts and cultural events and activities for the AEP5 study.

THE AEP5 study requires that we collect detailed financial and programming information from all of the arts and culture organizations located in El Paso, as well as a minimum of at least 800 audience-intercept surveys from people who are attending arts and culture events.

MCAD will need volunteers beginning February 1, 2016 – August 15 2016, exact dates to be determined, to help administer surveys. MCAD will work with selected arts presenters and facilities to help us collect audience-intercept surveys from attendees at their events at various locations throughout El Paso. Volunteers will be onsite at these events, many of which will be held on evenings and weekends. Survey sessions will vary and last 1-3 hours on average or for the duration of the event.

With eight hundred surveys to collect, we simply cannot do it without a dedicated team of volunteers. Survey results will provide crucial data which we hope will showcase the vibrancy of El Paso's artistic and cultural community and its impact on the local economy.

Volunteers will work directly with MCAD's Cultural Development Coordinator Rebecca Muñoz and other volunteers to conduct the surveys and for outreach activities.

Additionally, in the spring of 2016, MCAD will begin contacting all of the arts and culture organizations located in El Paso and requesting that they complete a web-based organizational survey that is required for this important research study. Volunteers will be assisting in outreach and follow-up with these organizations to ensure that the necessary data is collected.

Volunteers will go through a brief orientation at the MCAD office, pending departmental approval.

Volunteer Qualifications:

- Have reliable transportation to events
- Outgoing, Good with people
- Interested in Arts and Culture
- Flexible schedule
- Able to work well as part of a team
- Able to work well with diverse populations
- Bilingual in Spanish/English

For more information contact: Rebecca Munoz, Cultural Development Coordinator at munozra@elpasotexas.gov or call 915-212-1770.