



THE BOTTOM LINE:

CO/LAB Theater Group is seeking Associate Board members to be strong ambassadors for the organization, part of our fundraising team, and lend their skills, talent, and expertise to CO/LAB's mission. These team members would ideally begin work with CO/LAB the week of March 15, 2022.

CO/LAB Theater Group is committed to creating an inclusive work environment and is proud to be an equal opportunity employer. Our organizational values state "All Are Welcome" at CO/LAB—applicants of all races, religions, gender identities or expressions, familial statuses, sexual orientations, ages, or disabilities are highly encouraged to apply. We are committed to continually diversifying our team and we aim to include new voices and experiences to our work.

WE'RE LOOKING FOR SOMEONE WHO CAN JUMP ON BOARD AND:

- Participate in quarterly Associate Board meetings to develop fundraising strategies, brainstorm around new events and initiatives, and give feedback on organizational development.
- Volunteer at CO/LAB performances and special events by helping check in guests, collecting donations, selling raffle tickets, interacting with patrons, and more!
- Consult, share your expertise, and provide a unique perspective on a continuous basis with the CO/LAB staff.
- Be an ambassador by utilizing their network to create connections for CO/LAB including relationships but not limited to donors, institutional funders, and programmatic partners.
- Fundraise for the organization year-round with tools provided by the CO/LAB team inclusive of an end of year crowdfunding campaign and an annual benefit.
- Connect with CO/LAB's community by visiting a class, attending a performance, event, or community gathering.

WE'RE HOPING YOU CAN SAY YES TO ALL OR MOST OF THE FOLLOWING:

- I am excited about CO/LAB's mission and want to get involved.
- I am willing to introduce CO/LAB to folks in my personal and professional network.
- I have exceptional communication skills and respond promptly.
- I provide thoughtful feedback, celebrate successes, and encourage new ideas.

TELL ME MORE ABOUT THIS POSITION:

- The position works collaboratively with other members of the Associate Board, which currently has two co-chairs that oversee the group.
- This position is voluntary and typically requires no more than 5 hours per month.
- This position provides additional opportunities to contribute to CO/LAB beyond the typical monthly duties (ie. joining one of CO/LAB's committees, event planning, etc).
- The majority of the Associate Board's work occurs outside of standard 9am-5pm work hours and happens on weeknights (meetings) or weekends (events).
- The position requires a \$500 give/get. Each Associate Board member can raise \$500 from various sources, give a \$500 contribution, or a combination of the two.

- CO/LAB believes in creating an environment where employees and volunteers are nurtured and supported. We provide professional development each year which ranges from anti-racism training to fundraising support to information about disabilities and theater.

ABOUT CO/LAB:

- CO/LAB Theater Group is a non-profit organization dedicated to providing Creative Opportunities without Limits And Boundaries. CO/LAB offers individuals with developmental disabilities a creative and social outlet through theater arts. Through our programming, we encourage actors to collaborate as an ensemble and discover their individual voices. CO/LAB creates a safe, judgment-free, and neuro-diverse environment that allows participants the opportunity to express themselves both in class and on stage. We seek to honor and celebrate every individual. CO/LAB aims to offer financially accessible programs to all.
- Our organizational core values which guide our daily work:
 - All are welcome; CO/LAB fosters a community with open doors that is supportive of people with all abilities, beliefs, and backgrounds.
 - CO/LAB honors and celebrates each individual for who they are. We value everyone's unique contribution to our ensemble at large.
 - We set the bar high, artistically and administratively. We are ambitious. We learn, grow, and thoughtfully apply our knowledge.
 - At CO/LAB we listen carefully, encourage new ideas, and collaborate with team members.
 - We are determined to have generous, honest, passionate, joyful people leading the organization.
- All leaders of CO/LAB participate in deepening the organization's commitment to becoming an inclusive and equitable organization. Each individual is responsible for conducting their work in an equitable manner and our team works together to continue to learn about anti-oppression, anti-racism, anti-ableism, and/or social justice.
- We recommend perusing our website and social media channels to find out more about our team and our work!

TELL ME HOW TO APPLY:

- Apply at [this link](#). You can apply at any time but, to be considered for this current fiscal year please apply by March 1, 2022.
- Incomplete applications will not be considered. No phone calls please.