

VOLUNTEER JOB DESCRIPTION

Volunteer Cultural Events Liaison

Since 1946, The Fulbright Program has supported educational exchanges that strengthen communications between the United States and over 155 nations. The program brings some of the world's finest students to U.S. campuses and offers future international leaders insight into U.S. society and values. During the coming year, the Rocky Mountain Regional Center of the Institute of International Education will host over 300 Fulbright students who have come from around the world to study in U.S academic programs. In addition to their academic pursuits, many students want to take advantage of the cultural opportunities that the Denver metro area has to offer.

The Cultural Events Liaison will assist with tasks related to the collection and distribution of tickets for cultural events to Fulbright Scholars in the Denver area. This may include outreach and marketing to Denver events centers, museums, and the Denver Office of Cultural Affairs in order to solicit complimentary tickets for use by visiting Fulbright students.

Time Commitment: Minimum 6 hours a week

Minimum Duration: 6 months

Office Hours: Monday-Friday: 9:00 am to 5:00 pm

Duties may include:

- Outreach to representatives from performing arts venues, museums, and other cultural events centers in the Denver area
- Securing ticket/membership donations from various cultural organizations
- Distributing tickets to Fulbright students
- Following up with both students and ticket distributors
- Assisting in the development and implementation of a formal Cultural Affairs Liaison program for future volunteers

We are looking for creative, process oriented, and articulate candidates who demonstrate excellent communications skills and an interest in international relations. Candidates should also be comfortable working with others, interacting with professionals from cultural organizations, and developing relationships with local cultural activities personnel.

To apply:

Please send a resume and a brief statement of interest to volunteer2learn@iie.org. Your statement should include when you are available and how many hours per week you are prepared to commit. You will be contacted shortly to schedule an interview.

Please note that all IIE volunteer positions are unpaid, but transportation reimbursement is available for qualified candidates.