



Founded in Bloomington, Indiana in 1994, the Lotus Education & Arts Foundation is a nonprofit arts organization that works to bring dance, music, and art from around the world to South Central Indiana. Best known for the Lotus World Music & Arts Festival, and the spring arts engagement program Lotus Blossoms, Lotus also hosts year-round arts workshops for all ages.

Mission: The Lotus Education & Arts Foundation mission is to create opportunities to experience, celebrate, and explore the diversity of the world's cultures, through music and the arts.

How to Apply: Send a copy of your resume to Katarina Koch at executivedirector@lotusfest.org.

Opportunity:

Lotus depends on several volunteer committees to help our staff run the Lotus World Music & Arts Festival. We are looking for a **Volunteer Project Associate** to help collect, organize, and catalog the duties of members of our festival volunteer committees. Many volunteers have supported our organization for a long time, so collecting and organizing volunteer committee role data is critical to preserving the institutional knowledge of our organization. If you are interested in learning about organizational structure, and want to learn about the processes of succession within an organization, this will be a great opportunity for you.

Goals:

- With the help of staff, collect descriptions of duties and responsibilities of each volunteer committee member via 1:1 or a group interview process.
- Create titles for committee volunteer positions to better define roles within each committee (as needed).
- Create a chart that illustrates the flow of communication within committees, and lists the lead staff contact for each committee.

Timeframe: 10hrs/wk for 6 weeks (flexible); proposed deadline of April 19, 2024.

Reports to: Katarina Koch, Executive Director