

ACTIVATING HERITAGE CONFERENCE



10 MARCH 2026

09:00 AM - 06:00 PM

Presented by
The Chicago
Cultural Alliance



UIC STUDENT CENTER EAST,
750 S HALSTED ST,
CHICAGO, IL 60607

CALL FOR VOLUNTEERS



Volunteer Today and Make a Difference

Activating Heritage is the Chicago Cultural Alliance's annual professional development conference for cultural heritage and non-profit professionals. The conference connects our Core Members, other arts & culture workers, and students from across the Chicago region with meaningful, hands-on, capacity-building experiences facilitated by a host of scholars and leaders in the field, through dynamic presentations, panels, and workshops.

BENEFITS

- ✓ Make a Real Impact
- ✓ Build Connections
- ✓ Develop New Skills
- ✓ Create Change

OUR VISION

Our vision is a city where all communities have a voice, and cross-cultural dialogue and collaboration are an integral part of Chicago's civic fabric.



@chicagocultural

We are looking for 15-20 volunteers to help us make this conference a success! As a volunteer, you'll have the opportunity to connect with our members and other arts & culture professionals and sit in on some of the sessions. Refreshments will be provided! We are looking for volunteers who are:

- Enthusiastic and outgoing
- Confident when dealing with members of the public
- Good communicators and listeners
- Team players
- Committed to supporting and representing the work of the Chicago Cultural Alliance
- Available to attend all briefings and training sessions - one virtual (Date TBD)

If you are interested in volunteering, please send an email with the subject line **Activating Heritage Volunteer Application to Pooja Das at: pdas@chicagoculturalalliance.org**

Volunteers will need to be available in the morning as conference attendees start arriving and throughout the day between sessions. Shift times and duration will depend on the role, but will be throughout the day and usually 4-5 hours long per shift. Volunteers will also be able to attend sessions as your schedule allows, but you may need to join late or leave early to be in position for your shifts.

Please indicate your preferred roles in your application (the roles and descriptions are listed on the next page). This will not guarantee you will be assigned to that position, but will help us make sure we find the best fit for all of our volunteers.



▶ Volunteer Roles & Descriptions

Shift timings: 8:30am - 12:30pm, 11:30 am - 3:00 pm, and 3:00pm - 5:30pm

Volunteers are welcome to offer their support for the entire day.

✓ **REGISTRATION TABLE:**

As a registration volunteer, you will likely be attendees' first point of contact at the conference. Your job will be to greet attendees as they approach your table, give them their name badge and any other materials, and provide directions or answers to questions as needed.

✓ **GREETER/USHER:**

Greeters will be positioned at the doors, near elevators, and in other places where conference attendees may need directional help. As a greeter you will need to be familiar with all of the conference room locations and schedules so that you can answer questions and provide directions as necessary. Greeters will also assist with seating during the main session to ensure everyone has a place to sit.

✓ **BREAKOUT ROOM MONITORS:**

Room Monitors will staff breakout session rooms and ensure that everything runs smoothly for the breakout session. Responsibilities include: ensuring the speaker(s) and moderator have everything they need, assisting attendees with seating, passing out any session materials, and assisting with any needs that may come up during the session.

✓ **VOLUNTEER COORDINATOR:**

The volunteer coordinator will partner with CCA staff to manage volunteers throughout the conference. Responsibilities will include being the point person for volunteers as they check-in, making sure they have all of the information and resources they need, filling in any gaps, and helping track shifts and breaks to ensure volunteers are where they need to be. To be a good fit for this role, the volunteer coordinator must be assertive and able to take initiative.



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