



CHICAGO CULTURAL ALLIANCE

June 9th, 2026

**EPIPHANY CENTER**  
FOR THE ARTS  
201 S Ashland Avenue  
Chicago, IL 60607

**Volunteers Needed**  
**3:45pm - 9:30pm**



## *Vision*

A city where all communities have a voice and cross-cultural collaboration are an integral part of Chicago's civic fabric. The Chicago Cultural Alliance will lead this vision by creating collaborations that thrive, strengthening member foundations, and leveraging our collective strength to amplify diverse voices across the region.



## *Membership*

The CCA connects Core Members with our Partners, civic, educational, and arts organizations who invest resources to help grow their capacity and visibility, while they, in turn, help Partners create more inclusive and welcoming spaces for all to enjoy and learn. This reciprocal capacity building is woven into all CCA does, through our cross-cultural collaborative programming, our Annual Member Conference and capacity building programs, and our citywide promotions.

The Chicago Cultural Alliance is an active consortium of 70 cultural heritage museums, centers, and historical societies that span 32 neighborhoods and 9 suburbs in the Chicago area and represent over 30 different cultures from around the world. Through our collaborative programming, development opportunities, and promotion, we achieve our mission to connect, promote, and support centers of cultural heritage for a more inclusive Chicago. Founded in 2008 after being a program at The Field Museum for ten years, the CCA is the only organization of its kind in the U.S. Connecting our Core Member organizations with Partner arts and cultural institutions, universities, businesses, and government agencies to amplify first voice perspectives in the region.



# Intercultural Collaborative Planning

Through programs like Activating Heritage and Journey Chicago, the CCA creates programming that brings together Core Members for large-scale projects that receive wide new audiences, and varied marketing opportunities. Our last citywide intercultural collaboration engaged 9,000 attendees in cultural heritage and our member organizations.



## The CCA Staff

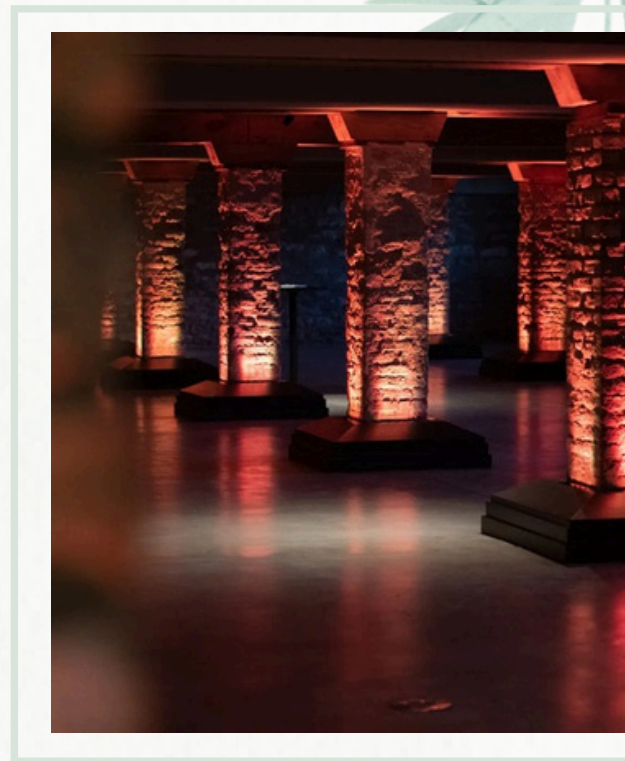
Mónica Félix, PhD -  
*Executive Director*



Marisol Kelly -  
*Interim Director of Programs*

Pooja Das -  
*Operations Manager*

David Carling -  
*Design & Marketing Manager*



## How do I benefit from volunteering with the Chicago Cultural Alliance's MOSAIC Gala event?

Through volunteering, you are allowed to network with the CCA & its cultural heritage / partner institutions, utilize & develop new skills to add to your resume and contribute to a community fundraising event. You will also get to enjoy a wonderful dinner.



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# Volunteer Job Descriptions



## *Registration (10-12 volunteers)*

As a registration volunteer, you will likely be the attendees' first point of contact at the event. 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.



## *Cultural Artifacts Table Guide (4-5 volunteers)*

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## *Direction from Parking lot Guide (10-12 volunteers)*

The volunteers will be responsible for guiding the guests from the parking lot to the main hall. To be a good fit for this role, the volunteer coordinator must be assertive and able to take initiative.



## *Performance Lead (1-2 volunteers)*

The volunteers will be responsible for assisting the performers during the event.

# Volunteer Requirements



Answer general queries and direct any or other specific questions to an appropriate member of the CCA staff.



Good communication and listening skills



Encourage visitors at the event to take part in the Silent Auction and Activation Tables.



Please stay at your post. Even if it seems quiet for a moment, it is critical that you stay at your post during your shift to ensure that the event runs smoothly.

## Please Remember



During your time as a volunteer, you are also representing the Chicago Cultural Alliance to the public. When interacting with visitors, we ask all volunteers to uphold our mission and values of fostering understanding of culture and tolerance. Please note that CCA staff withholds the right to dismiss any volunteers immediately. Behavior that will not be tolerated includes (but is not limited to):

- Engaging in discriminatory or abusive behavior, including sexual harassment.
- Refusing to fulfill volunteer responsibilities.
- Engaging in activities that are likely to cause or actually cause personal injury or property damage.
- Use of illegal substances, fighting, or arguing.

# FAQ's

## **Q: Where do I report for my volunteer shift?**

A: When you arrive, check in with Pooja. Please arrive at the time mentioned.

## **Q: What should I wear?**

A: Business Casuals or Cultural Attire. Please wear your comfortable shoes as most of you have to walk to direct people.

## **Q: What else should I bring with me?**

A: We recommend you try to fit everything you need into a small bag/backpack that you can carry around. Try to limit it to an ID and a cell phone, plus money and any medication that you may need. .

## **Q: How do I get there?**

A: The Epiphany Center for the Arts is accessible via CTA train and bus, located near the Ashland Pink/Green Line and Racine Blue Line. Key CTA bus routes include the #9 Ashland, #20 Madison, and #126 Van Buren, with nearby stops within a few blocks.

## **Q: Where should I park?**

A: TBD

## **Q: HELP! An emergency came up and I cannot volunteer!**

A: Please call **Pooja Das** at **(312) 825-6072** immediately if you cannot report for your shifts or need to arrive late/leave early.

*We are grateful for your commitment. We are counting on you, and we cannot do this without your help!*

600 W. Jackson Blvd, Suite 100 | Chicago, IL 60661 |

312-846-6814

[www.chicagoculturalalliance.org](http://www.chicagoculturalalliance.org)

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