



BERWICK FILM & MEDIA ARTS FESTIVAL

POSITION: Volunteer Coordinator

ROLE: To manage the recruitment, training, scheduling, coordination and evaluation of volunteers for the 14th Berwick Film & Media Arts Festival.

CONTRACT: Fixed-term contract 2 July - 15 October 2018
This contract is offered as either payroll or freelance

SALARY: £2,701 total (equal to £19,000pa pro-rata)

SUGGESTED WORKING DAYS:

July and August: 2 days per week (18 days)

September 1–15: 3 days per week (6 days)

September 17–23: 7 days during the Festival (7 days)

September 24–15 October: 2 days per week (6 days)

Total: 37 days

PREFERRED START DATE: Monday 2 July

LOCATION: BFMAF office (at The Maltings, Berwick-upon-Tweed).

REPORT TO: Festival Manager

RESPONSIBILITIES:

- Promote the volunteer call out to appropriate local, regional and national networks
- Liaise with partner organisations to publicise the volunteer programme to attract new volunteers to the festival
- Establish a workable volunteer rota and assign volunteer shifts appropriately, in line with volunteer availability and capability, meeting the practical requirements of the festival programme
- Work with the Festival team to organise volunteer training events in advance of the Festival
- Be the first point of contact for volunteers throughout the development and delivery of the festival
- Organising travel, accommodation, subsistence, t-shirts, equipment and any other required materials for volunteers, in discussion with line manager

- Scheduling volunteers to assist with pre-festival tasks (marketing, distribution, administration, deliveries etc.) and during the festival (staffing the information desk, invigilation, guest liaison etc.)
- Be aware of health and safety issues throughout the process
- Work with the Festival Team to organise social activity for volunteers during the Festival
- Brief volunteers on the festival, festival programme, basic duties and Health & Safety (both in person and via written briefing documents)
- Deliver pre-shift briefings, giving instruction, answering queries and motivating the volunteer team
- Manage the monitoring and evaluating of the volunteer experience
- Participating in the festival staff debriefing
- Administration of the above, and updating the relevant records and files

EXPERIENCE/SKILLS PREFERRED:

- Experience coordinating volunteers
- Experience of work with complex schedules and managing large groups of people
- Able to handle multiple tasks/projects at once and thrive under pressure
- Knowledge of and experience using online communication tools and social media networks
- Effective, professional and adaptable communication skills
- A meticulous eye for detail
- Skilled in IT and Microsoft Office, and comfortable with creating and managing spreadsheets
- Experience of monitoring and evaluating projects
- Flexible with working hours, and fully available in the lead up to and over the festival period (full-time commitment essential during all Festival days)
- An outgoing, energetic and confident personality
- An enthusiasm, interest and commitment to working with diverse groups of people
- An interest in Film and Art is desirable

TO APPLY:

Please email a CV with a cover letter explaining why you are interested in this opportunity and how you meet the person specification to: info@bfmaf.org

Please include details of two referees.

APPLICATION DEADLINE: Monday 4 June 2018 (midnight)

INTERVIEWS: Monday 11 June 2018 (tbc)

Equal Opportunities

Berwick Film & Media Arts Festival is an Equal Opportunities Employer and welcomes applications from all sections of the community irrespective of age, disability, gender, sexual orientation, marital or civil partnership status, race, or religion.

Berwick Film & Media Arts Festival is a publically funded organisation and is required to statistically analyse the demographics of our staff, contractors / freelancers, artists, trustees, and volunteers. This is for monitoring purposes and any information provided does not form part of a job application, and is not linked to individual personnel records. All data is separated and anonymised.

We ask all applicants to complete the equal opportunities monitoring form accessible via this [link](#).

https://docs.google.com/forms/d/e/1FAIpQLSdKJcsl_EFV6aqOg6Jk1kowRWYbrbmPFohpopmlgRNQEwWYHA/viewform