

Volunteer Coordinator Vancouver International Fringe Festival



DESCRIPTION

The Vancouver International Fringe Festival, September 8-19, 2010, hosts over 400 performances in venues on and around Granville Island. The Fringe accepts over 70 theatre companies from around the world on an un-juried and uncensored basis. This makes for live performance that runs the gamut from weird to wonderful, classic to avant-garde, dance to tragedy, multi-media to comedy!

Reporting to the Festival Manager, the Volunteer Coordinator is responsible for the management and training of the festival's 450 volunteers. The position is a seasonal position commencing May 17, 2010 and ending September 30, 2010.

RESPONSIBILITIES

- Management of the festival's volunteer department
- Management of several volunteer coordinator assistants
- Updating of volunteer recruitment forms and online tools
- Recruitment of 450 volunteers (prepare call for volunteers, post call, put up posters...)
- Scheduling volunteers through a database system
- Creating and executing volunteer trainings
- Set up management and strike of the volunteer centre
- Upkeep of website volunteer news
- Creation and execution of a volunteer survey
- Organization of the volunteer appreciation party
- Creation of volunteer material inventory
- Administrative and office duties as per required
- Preparation and delivery of a final report

QUALIFICATIONS

- Experience in managing volunteers on a large scale
- Experience in the preparation, organization, and training of groups and individuals
- Knowledge of volunteer recruitment sites and locations, ability to be creative in recruitment and incentives
- Ability to self motivate, work independently as well as ability to manage assistants effectively
- Exceptional organizational skill, very personable, very skilled at facilitating and mediating
- Excellent oral and written communication skills
- Computer skills to prepare schedules, create time-lines, keep information well organized and easily understandable
- Ability to work under pressure and to work flexible hours
- Experience working in a festival or non-profit organization beneficial
- FileMaker database knowledge is considered a strong asset
- Passion the arts, enthusiasm and a high level of professionalism

SALARY: \$14.00/hour

HOW TO APPLY:

- Email a cover letter and resume to administration@vancouverfringe.com

APPLICATION DEADLINE: April 24, 2010