

SYDNEY FILM FESTIVAL

Volunteer Coordinator

Position Title	Volunteer Coordinator
Reporting to	Head of Operations
Contract Dates	17 April – 22 June 2023
Hours of Work	5 days per week, Monday to Friday, 9am – 5pm with an understanding that Festival work will require some out of hours work which is considered for in the remuneration. This role is based in The Rocks, Sydney.
Remuneration	54,000 pa (pro rata) +10.5% Superannuation contribution

The Sydney Film Festival (SFF) is one of the longest running events of its kind in the world.

The annual June Festival brings the best new films from Australia and around the world to audiences in Sydney. As well as 250+ features, shorts, retros, and documentaries from over 50 countries across 350+ sessions at around eight Sydney-wide venues across 12 days. The Festival is celebrating its 70th Festival in 2023 between 7 – 18 June.

The Festival hosts several awards to recognise excellence in filmmaking, including the Official Competition, Documentary Australia Foundation Award for Australian Documentary, and Dendy Awards for Australian Short Films (which are Academy Award eligible) incorporating fiction, animation, and screenplay categories.

SFF also presents the Travelling Film Festival, taking mini festivals to 19 venues across regional NSW, the Northern Territory and regional Queensland. SFF receives funding from federal, state, and local government, corporate sponsorship, and philanthropic donations.

Sydney Film Festival is seeking Volunteer Coordinator to join its Operations team.

OVERVIEW OF THE POSITION

The Volunteer Coordinator (VC) is responsible for the recruitment, rostering, training, and administration of 300-400 Festival volunteers. As a key member of a small team, the VC has a close working relationship with all positions in the organisation, as well as a good understanding of the event and venues. Acting as a liaison between SFF staff, venue staff and volunteers, the VC is the face and voice of the Sydney Film Festival for volunteers and an information hub both internally and externally.

The responsibilities of the Volunteer Coordinator are:

- Recruitment of volunteers
- Providing volunteers with information and answering enquiries about volunteer positions, screenings and other festival events
- Liaising effectively between SFF staff and volunteers to ensure staff needs are met and volunteers understand their roles and responsibilities
- Processing and responding to volunteer applications
- Scheduling volunteers, matching skills to requirements, responding to schedule changes calmly

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- Updating and maintaining the volunteer database
- Training volunteers, including organising and conducting the orientation evening covering information such as volunteer roles and OH&S requirements
- Supervising, monitoring and managing volunteers and handling problems as they arise
- Liaising with Venue Coordinators in effective management and scheduling of volunteers
- Administering a rewards system for volunteers
- Encouraging and inspiring volunteers in their differing roles
- Attending team and staff meetings, as required
- Overseeing the organisation of the volunteer party after the Festival
- Completing an end of season report

KEY SELECTION CRITERIA

Essential

- Previous experience as a volunteer manager or coordinator
- Highly organised with the ability to manage multiple tasks simultaneously in an environment with strict deadlines
- Demonstrated experience in office administration, with good attention to detail
- Experience working with a small team, including both paid staff and volunteers
- Exceptional customer service skills
- A flexible attitude to working hours
- Excellent oral and written communications skills
- Advanced Microsoft Excel and Microsoft Office experience, including familiarity with mail merges
- Experience using Deputy software
- The ability to take direction and show initiative
- The ability to work well under pressure

Desirable

- Previous experience working in events in the arts or a cultural organisation
- An interest in film and the film industry
- Experience using Deputy software

CORE COMPETENCIES

- **Team Focus:** Is committed and skilled at working with and assisting others to achieve positive outcomes.
- **Flexible:** Demonstrates a willingness to take on new challenges roles and responsibilities and adapt positively to changing working conditions and priorities.
- **Self Starting:** Highly motivated to achieve, shows initiative and acts proactively to deliver excellent results without directive supervision.
- **Interpersonal:** Skilled at building rapport, understanding others needs and developing effective working relationships.
- **Resilience:** Able to persist and deliver when faced with challenges and bounces back quickly from setbacks.

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TO APPLY

Please send your CV and cover letter addressing the selection criteria and your suitability for the role to info@sff.org.au. Applicants may apply for any or all roles.

Applications close Saturday 1st of April 2023.

Interviews to commence shortly after application closing date SFF is an inclusive workplace and encourages applicants of all abilities and backgrounds.