

Volunteers Coordinator

Position Description

ABOUT MELBOURNE FRINGE

Melbourne Fringe deepens participation in the cultural life of Melbourne, sparking discovery about the arts, our city, our citizenship and ultimately about ourselves.

We celebrate cultural democracy: the idea of art for everyone. Our open access policies, our commissioned public artworks and our artist development programs are the keys to us achieving our vision. We embrace risk by relinquishing control because we are owned – wholly and joyfully and completely – by our participants.

Our 18-day annual open-access festival in September showcases work from the margins and creates artistic frameworks that empower the individual and privilege difference. We maximise participation for all people, regardless of experience, age, gender, race, sexuality, culture, ability or political persuasion. Freedom of expression is fundamental to our work, and our festival transcends conventional viewpoints of talent, content or priority to allow anyone to make and present work.

That's why Melbourne Fringe is the most adventurous, inclusive, all-encompassing multi-artform festival in Australia. Every year we feature more than 6000 artists from every discipline you can name, and a few others besides, performing 400+ events in over 160 metro and regional venues to an audience in excess of 300,000 people.

We provide platforms for work in every artform, across the blurry edges in between, and at the frontiers of what we might call art. The festival is a celebration of our values and our community, and it provides an opportunity to create and to play in unusual circumstances and with surprising outcomes.

Our commitment to cultural democracy uncovers talent, extends artistic practice, enables free expression, empowers individual choice and encourages artistic risk-taking. Melbourne Fringe creates culturally engaged citizenship that celebrates new ideas, re-discovers aspects of itself and of our city so as to see the world anew.

VALUES

Bravery / Collaboration / Diversity / Inclusivity / Independence

GOALS

INSPIRATION: To create a festival context that enables profound and surprising experiences, celebrating adventure, difference, and Melbourne itself.

PARTICIPATION: To facilitate engaged participation in the arts, supporting freedom of artistic expression and inclusiveness of our population.

INCUBATION: To strengthen the independent arts, developing artists' skills and providing platforms for the advancement and recognition of their work.

EVOLUTION: To enable the development of our organisation, maximising our impact and reach through strategic partnerships and operational excellence.

THE ROLE

Position	Volunteers Coordinator
Reporting to	General Manager/Deputy CEO
Direct Reports	Volunteers
Lateral Relationships	Working closely with Business Operations & Systems Manager, Senior Producer, Producer (Artist, Venues & Events), Associate Producer (Artistic Development) and Marketing & Communications Manager
Position type	Fixed-term contract: 46 days between July and October (average 3 days per week). Full availability required during festival period in September. One-month probation period applies.
Commencement	It is preferable that the candidate is available to commence work from 15 July (negotiable)
Salary	\$51,250 per annum (pro-rata) – total contract fee is \$9,764 plus entitlements.

POSITION SUMMARY

The Volunteers Coordinator is responsible for organising and delivering the volunteers program for the 2019 Melbourne Fringe Festival. The Volunteers Coordinator will oversee all aspects of volunteer management, including recruitment, scheduling and training. The role will work under the supervision of the General Manager to ensure all volunteers have a safe and enjoyable time at Melbourne Fringe.

The role will liaise with numerous Melbourne Fringe staff to determine volunteer requirements, contribute to the recruitment campaign, devise and implement the volunteer schedule and oversee all administrative tasks related to the volunteer program.

During the festival the Volunteers Coordinator will be the key point of contact for volunteers, managing communication between key parties and volunteers, and will contribute to the on-site management of volunteers at the Festival Hub and at sites around Melbourne.

KEY DUTIES AND RESPONSIBILITIES

Volunteers Program

- Manage the volunteer recruitment process, actively seeking and encouraging the participation of volunteers
- Liaise with all project coordinators and associate producers regarding their volunteer requirements, and assist and advise on the volunteer coordination of the Made by Fringe Program
- Liaise with Management team members regarding their volunteer requirements
- Maintain a reliable and accurate volunteer register and an effective system of scheduling and assigning volunteers appropriate duties
- Contribute to the sourcing of incentives for volunteers
- Update and distribute volunteer guide booklet

- In conjunction with the General Manager, support all volunteers and ensure their needs are met including Occupational Health and Safety requirements, training and amenities
- During the Festival, be the primary contact within the organisation for volunteers, including rescheduling shifts and dealing with any issues that arise
- In conjunction with the General Manager, oversee the coordination and delivery of the volunteers briefing
- Liaise with the General Manager regarding volunteer amenities budget and work within this budget
- Coordinate the Volunteers Party at the conclusion of the festival
- Coordinate the design, printing and distribution of Volunteers' Certificates / letters of reference after the Festival

General

- Support Melbourne Fringe's organisational value of innovation
- Support the organisation's need for high levels of customer service.
- Engage fully in the Melbourne Fringe Festival, which by the nature of the Festival means extended hours and expanded duties during the festival period.
- Represent Melbourne Fringe at meetings, functions and industry events where appropriate.
- Fulfil all legal requirements related by program activities.
- Other duties as directed by the Creative Director / CEO or General Manager.

Key Competencies

- Passion for the work of Melbourne Fringe
- Excellent interpersonal skills with the ability to coordinate large teams of people
- Strong administration, systems management and organisational skills
- Resilience and capacity to work under pressure

Inherent Physical Requirements

The physical requirements of your position are consistent with those of a Volunteers Coordinator in a major festival. You agree to advise the company of any pre-existing injuries or conditions that may arise that might inhibit you in the physical requirements of the position.

About Role Statements

As Melbourne Fringe evolves to meet the changing needs of the Festival environment, the roles required of all its staff will evolve. As such, staff should be aware that this document is not intended to represent the role that the incumbent will perform in perpetuity. This role statement is intended to provide an overall view of the role as at the date of this statement.

Melbourne Fringe is an Equal Opportunity Employer who values diversity in the workplace. As such, we encourage applications from women, people with diverse cultural backgrounds and it is our policy to consider workplace adjustments for qualified applicants with disabilities. Melbourne Fringe is an LGBTIQ friendly organisation.

TO APPLY

In a one-page cover letter, please address the four key competencies above and tell us why you're the perfect fit for the Volunteers Coordinator position. Then combine this and a brief CV into a single PDF (it's an excellent first test!) and send via email to jobs@melbournefringe.com.au with the subject line "Volunteers Coordinator". Please advise us in the body of the email if you have any access requirements for the interview process.

Applications must be received by 10AM AEST Monday 17 June. Interviews will be held between 24-28 June with the successful candidate ideally commencing 15 July (negotiable).

For more information about this role please contact **Will Dawson** on 9660 9600

If you have any questions about the accessibility of Melbourne Fringe please get in touch with **Carly Findlay**, Access & Inclusion Coordinator, on 9660 9600 carly@melbournefringe.com.au.