



# Volunteers Coordinator

## Position Description

<b>Position</b>	<b>Volunteers Coordinator</b>
<b>Reporting to</b>	Business & Operations Manager
<b>Direct Reports</b>	Volunteers
<b>Position type</b>	Fixed Term Contract: 52 days between July and October. Full availability required during festival period in October. 3 days per week from 25 July – 23 September 4 days per week 26 September – 30 September 6 days per week in the Festival period 3 October-23 October 3 days' of work post festival for debriefs and reporting
<b>Salary</b>	\$55,000 - \$60,000 + 10% superannuation
<b>Benefits include</b>	<ul style="list-style-type: none"><li>– Employee Assistance Program counselling service</li><li>– Flexible work conditions</li><li>– A values-driven organisational culture that celebrates difference, prioritises playfulness and brings our people together socially every day for lunch, events and good fun</li></ul>

## ROLE SUMMARY

The Volunteers Coordinator is responsible for organising and delivering the volunteers program for the 2022 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 Business & Operations 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.

## ABOUT MELBOURNE FRINGE

Melbourne Fringe democratises the arts. Our vision is cultural democracy – empowering anyone to realise their right to creative expression. We support the development and presentation of artworks by, with and for Melbourne's people, running the annual Melbourne Fringe Festival, the year-round venue Fringe Common Rooms at Trades Hall, and a range of arts sector leadership programs. We believe that access to the arts and creative expression are fundamental rights of our citizenship and vital to a creative, healthy, cohesive society.

# ORGANISATIONAL CULTURE

Melbourne Fringe is a forward-thinking, creative and inclusive organisation. Our thinking is out of the box, our work ethic is strong, and we don't let our limited resources stop us from making seemingly impossible things happen. We ensure that our workplace is characterised by big-picture thinking, optimism and playfulness. We strive for continual improvement in all aspects of our work.

We have a reputation as a caring, energetic, fast paced workplace that values our people, their mental health and what they have for lunch as key priorities. We believe that great work is made by people who enjoy what they do.

## OUR COMMITMENT TO EQUITY

We work on the lands of the Kulin Nation and we pay deep respects to the Elders of these lands. We acknowledge that there is a deep and rich history of storytelling and culture that has been occurring on these unceded lands for many thousands of years.

Melbourne Fringe has a deep commitment to cultural equity, and we strongly encourage applications from people who identify as First Nations, Deaf, disabled, people of colour, transgender and gender-diverse people, and women. We are a safe place for LGBTQIA+ peoples, and we ensure Melbourne Fringe is a place which celebrate people's differences. We work hard to embed equity throughout our organisation, and we strive to create safe and positive working environments for our team. We understand the need for flexible working opportunities, especially for people with caring responsibilities.

If this application format isn't accessible for you, please get in touch and let us know what alternative format would suit you best. Upon engagement, we can work with disabled staff to consider reasonable workplace adjustments to ensure access needs are met. If you have any questions about accessibility, please contact Carly Findlay, Access Advisor, on (03) 9660 9600 or [carly@melbournefringe.com.au](mailto:carly@melbournefringe.com.au).

## KEY RESPONSIBILITIES

### Volunteers Program

- Manage the volunteer recruitment process, actively seeking and encouraging the participation of volunteers
- Liaise with all project managers regarding their volunteer requirements, and assist and advise on the volunteer coordination of the Signature Events 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 Business & Operations 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 supporting volunteers, rescheduling shifts and assisting with any issues that arise
- In conjunction with the Business & Operations Manager, oversee the coordination and delivery of the volunteers briefing
- Liaise with the Business & Operations 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**

- Conduct work according to Fringe's guiding principles of artists first, creativity, human rights, intersectionality, playfulness, risk-taking, self-determination and universal access
- Actively contribute to a safe cultural environment for all Melbourne Fringe staff, artists, volunteers, interns and other stakeholders
- Demonstrate a commitment to continual improvement and 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.
- Attend where required festivals, events, shows, exhibitions, industry gatherings and philanthropic activities and events throughout the year.
- Undertake a detailed professional development program devised according to the Melbourne Fringe staff development framework.
- Fulfil all legal requirements related by program activities.
- Other duties as directed by the Business & Operations Manager

## **CORE COMPETENCIES**

To succeed in this role, candidates will need to meet these core competencies:

- Passion for the work of Melbourne Fringe and a commitment to cultural equity
- Excellent interpersonal skills with the ability to coordinate large teams of people
- Experience working with or supervising volunteers is desirable
- Strong administration, systems management and organisational skills
- Resilience and ability to work effectively under pressure
- A sense of humour

## **THE FINE PRINT**

### **About Role Statements**

We will continue to evolve to meet the changing needs of the arts environment, and so this document is not intended to represent the role performed in perpetuity, but rather is intended to provide an overall view of the role.

### **Inherent Physical Requirements**

The physical requirements of this position are consistent with those of an administration or management role in a major arts organisation. You agree to advise us of any pre-existing injuries or conditions that may arise that might inhibit you in the physical requirements of the position, or any other access needs that you might have.

### **COVID-19**

At the time of publication it is a legal requirement for Melbourne Fringe workers to be fully vaccinated before attending the office or in-person events.

### **Working with Children Check**

The successful applicant will be required to undergo a Working with Children Check as a condition of employment with Melbourne Fringe. We will cover the cost of this check.

**Workplace**

We currently work remotely one-two days per week, with three-four days conducted in-person at our offices at Trades Hall. On remote working days, staff may choose to work from the office or another location, but all meetings will take place online. A stable internet connection with speeds suitable for video calls is essential if working from home.

**APPLICATION PROCESS**

Head to <https://melbournefringe.com.au/about/jobs-and-volunteers/> for more information and links to apply or contact the Melbourne Fringe office on (03) 9660 9600. If you have any access requirements, please let us know – we're happy to help.

Applications open Tuesday 14 June and close on Sunday 3 July at 11.59pm.