

Job Description

VOLUNTEERS COORDINATOR

Open City Documentary Festival

Dates: 9th August – 15th of September

2 days per week to start, 3 days per week the w/c 30th of August, then full time from 6th September (including all festival dates) and one day wrap up after the festival.

Fee: £2,090 (£110/day for 19 days)

Location: London

Reports to: Production Manager, Festival Producer

Responsible for: Festival Volunteers

About Us:

Open City Documentary Festival celebrates the art of non-fiction, creating an open space in London to nurture and champion the art of creative documentary and non-fiction filmmakers. The festival sits within the Department of Anthropology at UCL.

The eleventh edition of the festival will take place from the **8th - 14th September 2021**.

Main Purpose of the Job:

The Volunteers Coordinator will be responsible for recruiting, scheduling, and managing volunteers throughout the festival dates.

Additional Details:

The working days will be 2 days per week to start, 3 days per week the w/c 30th of August, then full time from 6th September (including all festival dates) and one day wrap up after the festival.

The position holder must be available to work the full dates of the festival 8th -14th of September, including the weekend. Flexible working hours will be required during the festival dates.

The position holder will need to be registered as self-employed and may need to provide their own laptop.

Duties and Responsibilities:

- Recruit volunteers; coordinator outreach and liaise with marketing team to post about volunteering opportunities on socials/in the newsletter.
- Collate volunteer requirements for festival from all head of departments to ensure all events and screenings are supported during the festival dates.
- Create and maintain the volunteer schedule, responding to any changes or drop-outs as and when required.
- Answer any queries about volunteering from potential volunteers
- Create volunteer expense form and time sheets to be used during the festival.
- Update volunteer induction notes and volunteer pack
- Process volunteer applications and assess eligibility of applicants.
- Contact successful applicants and confirm their availability and requirements.

- Arrange volunteers meeting and run the pre-festival meeting to brief all volunteers on their role and introduce them to the wider festival team.
- Create and maintain a database of contact details for all confirmed volunteers.
- Send volunteers their individual schedules and ensure they are briefed on all procedures and requirements.
- Be the point of contact for volunteers during the festival dates; answering queries, welcoming new volunteers each day and briefing them on their roles and benefits for volunteering.
- Liaise with Production Manager to respond to additional requirements for volunteers as they arise during the festival.
- Make any necessary updates to the schedule as required and circulate.
- Send out a nightly reminder email with the following day's schedule to all volunteers
- Be based at the Festival Hub and assist with production as needed.
- Retrieve all receipts and expense forms to facilitate reimbursements. Create a log of all final expenses
- Write a report on the volunteer process to give feedback for future editions of the festival.

Other

- Any other duties that are within the scope, spirit and purpose of the job, as requested by the festival team.

Person Specification

Essential Criteria:

- Experience working on large scale events, ideally on film festivals or other relevant cultural events
- Excellent organisational and administrative skills and ability to organize and motivate a team of volunteer staff
- Excellent written and verbal communication skills
- Ability to draft schedules and manage rotas
- Proficient knowledge of Microsoft Word and Excel

As part of London's Global University, we know diversity fosters creativity and innovation. We are committed to equality of opportunity, to being fair and inclusive, and to being a place where we all belong.

We therefore particularly encourage applications from candidates currently underrepresented in UCL's workforce and within the cultural sector. These include: people from Black, Asian and ethnic minority backgrounds, disabled people and LGBTQ+ people.

To apply please email a CV and covering letter addressing how you meet the essential criteria (no more than 500 words) to info@opencitylondon.com with the subject line "Volunteers Coordinator Application".

Applications close at 11:59pm on Monday the 28th of June. Interviews will be held w/c 12th of July.