

## **Volunteer Co-ordinator 2018 Contract Listing**

The Dunedin Fringe Arts Trust is seeking an independent contractor to perform Volunteer Co-ordination services for the 2019 Dunedin Fringe Festival. The contractor will be responsible for a variety of tasks including overseeing the recruitment, training, rostering and management of a large team of volunteers. The contract is for a period of 20 weeks, with part time services delivered in 2018 and at the beginning of 2019. Full time services are required in the lead up to and during the Festival (21 – 31 March 2019).

**Contract Dates:**        **Monday 19 November 2018 (negotiable) – Friday 7 April 2019**  
**Fringe Office closed 22 Dec – 13 Jan**

**Contract Hours:**     **5 hours per week 19 Nov- 21 Dec**  
**5 hours per week 14 Jan - 29 Jan**  
**10 hours per week 30 Jan - 10 Mar**  
**40 hours per week 11 Mar – 31 Mar**  
**10 hours per week 1 Apr - 7 Apr**

**Reports to:**    Festival Director  
**Manages:**     Volunteers

### **Key Responsibilities**

- Update Volunteer Recruitment Plan and Timetable.
- Contact all previous volunteers.
- Undertake a volunteer recruitment campaign from November to end of February.
- Collect and maintain information on volunteers and make it available to other staff.
- Liaise with volunteers leading up to and during the Festival on behalf of the Fringe, including making phone and email contact.
- Coordinate volunteer availability and compile volunteer schedules and make this information available to relevant staff.
- Allocate tasks to volunteers in conjunction with the Festival Director and as needed including preparing information on jobs to be undertaken, skills required and time involved.
- Work with the Production Manager to coordinate volunteer meetings and training.
- Distribute information packs, t-shirts, and familiarise volunteers with their duties.
- Monitor and report on volunteer work ensuring that they feel valued and any concerns or performance issues are addressed immediately.
- Work closely with the Production Manager to implement key Festival events utilizing volunteers to set up, operate and pack out.
- Ensure that sufficient volunteers are available to help produce each event and that they are informed in advance of what is required of them, who they are responsible to, and aware of safety planning.
- Ensure that sufficient volunteers are available to operate each Fringe-run venue and that they are informed in advance of what is required of them, who they are responsible to, and aware of safety planning.
- Coordinate the staffing of the Festival Info & Ticketing Kiosk or Desk by volunteers.
- Oversee the distribution of Festival programmes and posters by volunteers.
- Attend production meetings as needed.
- Provide a written report following the Festival using the template provided by the Festival Director.
- Update the Volunteer Manual.
- Assist with the planning and implementation of the following Festival produced events and venues: Programme Launch, Opening Night Showcase, Festival Club, Festival Hub & Ticket Outlet, Festival Awards Night, Black Box.

**Qualifications**

- Must be able to work legally in New Zealand
- Full driver's licence (desirable)
- A good working knowledge of staff scheduling and use of excel spreadsheets
- An understanding of Health and Safety
- Effective time management
- An ability to work in a team and do whatever is required to get the job done!

If you're interested in this position - please contact us for a full job description. Email: [info@dunedinfringe.org.nz](mailto:info@dunedinfringe.org.nz) or call the Fringe office on (03) 477 3350.

Applications close Wednesday 31 October 2018 at 5pm.