

POSITION:	Volunteer Coordinator
LOCATION:	Adelaide Fringe Inc.
TERM:	Fixed term, salaried contract position
START DATE:	14 November 2011
END DATE:	23 March 2012
REPORTS TO:	Administration Manager
SALARY:	\$45,000 per annum, pro rata, plus 9% superannuation

ORGANISATIONAL CONTEXT

Adelaide Fringe is one of the most significant events on Adelaide's cultural calendar and widely regarded as one of the best and most successful events of its kind in the world. Adelaide Fringe is an annual open-access festival in which thousands of artists self-present a diverse range of events across all art forms.

Alongside the annual open access program, Adelaide Fringe curates and produces various large scale, free celebratory special events and audience and artist development programs. Some events for 2012 include: Opening Night Parade, Desert Fringe, Fringe Club, Street Theatre Festival, Adelaide Fringe Awards, Fringe in the Mall, Adelaide Fringe Bus Tour and Visual Arts Programs.

1. POSITION SUMMARY

Under the direction of the Administration Manager the Volunteer Coordinator's principle role is to facilitate volunteer participation for Adelaide Fringe 2012. This role involves coordinating the recruitment, induction, training, scheduling and deployment of Adelaide Fringe's 300+ volunteers, as well as providing ongoing support to all volunteers.

2. ORGANISATIONAL RELATIONSHIP

Reports to:	Administration Manager
Department:	Operations
Supervises:	Volunteers, Interns (as required)
Internal Liaisons:	Administration Manager, Creative Producer, Head of Marketing & Business Development, Production Manager, Parade Producer, programming and production staff and other Adelaide Fringe staff as required.
External Liaisons:	Volunteers, artists and community groups

3. KEY RESPONSIBILITIES

- 3.1** Coordinate the recruitment and induction of all Adelaide Fringe volunteers.
- 3.2** Conduct information and induction sessions for volunteers and coordinate further briefings, debriefings and training as required.
- 3.3** Work closely with key Adelaide Fringe staff to identify volunteer opportunities and coordinate the assignment of volunteers to work on Adelaide Fringe produced programs and events.
- 3.4** Coordinate the scheduling of volunteers across all Adelaide Fringe produced programs and events.
- 3.5** Provide support to Program and Production Coordinators and other staff across all programs and events that require the use of volunteers.
- 3.6** Develop and maintain a support structure to assist volunteers and to manage grievances in accordance with Adelaide Fringe policy.
- 3.7** Develop and maintain volunteer records / databases / files and administer the volunteer reward program.
- 3.8** Ensure all safety regulations are followed and safe-working practices are observed.
- 3.9** Understand and comply with all Adelaide Fringe policies, procedures and requirements.

4. SELECTION CRITERIA

- 4.1** Demonstrated experience in working in festivals, events, arts and/or related industry.
- 4.2** Proven administrative skills, with an ability to maintain efficient records management systems and operational systems.
- 4.3** Sound organisation and planning skills, with an ability to manage complex tasks, challenging projects and competing deadlines concurrently.
- 4.4** Experience in administering schedules and/or in scheduling staff and/or volunteers.
- 4.5** Ability to liaise, interact and communicate effectively and easily with a broad range of people, both internal and external to the organisation, in a professional and ethical manner.
- 4.6** An understanding of the principles of working with volunteers. Previous experience in working with volunteers will be looked upon favourably.
- 4.7** Demonstrated ability to think creatively and strategically and to plan ahead.
- 4.8** Excellent time management.
- 4.9** High level of computer literacy, in particular in Microsoft Word and Excel.

4.10 Sound understanding of Occupational Health and Safety practices.

5. PERSONAL ATTRIBUTES

5.1 A positive and enthusiastic attitude with a commitment to the arts.

5.2 High level organisational, planning and problem solving skills.

5.3 Innovative and creative thinker with the ability to translate ideas into actions.

5.4 Ability to work effectively as a team player as well as independently.

5.5 High level of attention to detail.

5.6 Self reliant and self motivated.

5.7 Ability to cope with high pressure situations and competing deadlines.

5.8 Patient, amiable and good humored.