



Project: SQIFF 2019

Job title: Volunteer Coordinator

Contract details: Freelance, 90 hours, 29th July to 14th October 2019

Fee: £1125 (90 hours @ £12.50/hour)

Reports to: Festival Coordinator

Role description

Context

Scottish Queer International Film Festival (SQIFF) provides audiences in Scotland with an in-depth and inclusive opportunity to engage with LGBTQIA+ cinema and related art forms. Our priorities are a community focus and removal of barriers differing audiences face in accessing film culture. SQIFF 2019 takes place 2nd to 6th October in Glasgow.

Purpose of role

The Volunteer Coordinator will work with the Festival Coordinator to plan and carry out a recruitment campaign for volunteers at SQIFF 2019, lead on volunteer training, and manage volunteers during the Festival.

Responsibilities

- 1) Work with the Festival Coordinator and marketing team to plan and carry out an effective recruitment campaign for volunteers, ensuring the recruitment process is inclusive and reaches a wide range of LGBTQIA+ communities;
- 2) Act as a point of contact for any public queries during the volunteer recruitment campaign and for all volunteers once recruitment is completed;
- 3) Work with the Festival Coordinator to select volunteers to take part in the Festival from applications received;
- 4) Put together a volunteer schedule, working with the Festival team to ensure venues and events have enough volunteers;
- 5) Plan and deliver a training session for volunteers;
- 6) Manage volunteers during the Festival, ensuring shifts are covered, supporting volunteers to carry out their role, and giving priority to volunteer welfare, working with other team members as required;
- 7) Manage the Festival's Volunteer Travel Fund;
- 8) Plan and deliver evaluation of volunteers' experiences after the Festival;
- 9) Report on progress at Festival team meetings, feeding into the overall Festival planning process;
- 10) Contribute to post-festival debrief, providing constructive feedback and suggestions for improvement.