



Fierce Festival Volunteer Coordinator Job Description

Fierce is seeking an experienced Volunteer Coordinator to join the team in the run-up to the festival in October 2019, leading on all aspects of recruiting and managing volunteers for the festival.

Fierce's vision is based on equality of access and opportunity and the active promotion of diversity. We would be particularly interested to hear from anybody who has felt marginalised for whatever reason and we are particularly interested to hear from people of colour.

Background:

For just one special week every two years, Fierce gathers the most exciting artists from around the world in Birmingham to share ideas and celebrate; you won't find this assembly of artists anywhere else in the UK. Traversing theatre, dance, performance art, installation, club nights, participatory projects and more, there is nothing for everyone but something for everybody.

Roles and Responsibilities:

- Recruit volunteers for the 2019 festival and work with the Fierce team to advertise the opportunity widely, ensuring that applications are encouraged from diverse communities.
- Build and maintain relationships with organisations and universities to recruit volunteers.
- Coordinate the application and selection process for volunteers.
- Develop a volunteer training and induction programme and ensure all volunteers are trained.
- Timetable volunteers for duties throughout the festival, working with the team to ensure volunteer requirements are met for each event and venue.
- Manage the volunteers throughout the festival, through face-to-face, email and phone contact, recording attendance, supporting them and offering advice where necessary.
- Relevant admin tasks including recording volunteer expenses.
- Contribute to post-festival evaluation process and reporting.

Experience and Qualities:

Essential	Desirable
Experience of managing volunteers.	Knowledge of and passion for live art.
Experience of working on a festival or for an arts organisation in a similar role.	First Aid at Work certificate.
Excellent written and verbal communication skills.	Driving license.
Excellent time management and organisation skills.	



Ability to set and work to targets and deadlines.	
Ability to work independently and as part of a team.	

Fee: £2000 (*This is a freelance role with a set fee, the person appointed will be responsible for paying their own tax and NI contributions.*)

Period of work: The role will start in August 2019, we expect the person appointed to do 1-2 days/week rising to full time in the week of the festival. The appointed person must be available to attend events throughout the week of the festival. The role will continue until the end of October 2019.

It is expected the role will be 16 days in total with some flexibility in the earlier months to fit these around other commitments.

Responsible to: General Manager.

Responsible for: Team of festival volunteers.

Location: The role will be based at the Fierce office in Digbeth with some meetings in the region.

How to apply:

Please submit an up-to-date CV and a covering letter of no longer than one side of A4 detailing your experience and suitability for the role as well as the Equal Opportunities Monitoring Form to catherine@wearefierce.org by midnight on Monday 8th July.

Interviews will be held on Monday 15th July.