

VOLUNTEER COORDINATOR, BALLARAT INTERNATIONAL FOTO BIENNALE 2021

Reporting to the General Manager, applicants will need to demonstrate their experience working in the arts or cultural sector, human resources or customer service management.

The candidate we are looking for must be self-motivated, highly organised with strong communication and engagement skills. Candidates with previous experience in management of volunteers would be highly regarded.

This role is a part-time contract position with opportunity for flexible hours, capacity to work from home if needed and the opportunity to manage the responsibilities independently. The festival period runs from 28 August to 24 October 2021 and the role will involve additional contact hours during this time and it will be essential to be based in Ballarat during this period.

Your application must include:

- Covering letter and,
- Current Resume

What is next?

Applications close Tuesday, 20 April 2021 @ midnight AEST with interviews to be held in the week commencing Monday, 26 April 2021.

If you are interested in this role and would like more information, please contact Kate O'Hehir on 03 5331 4833.

As part of the recruitment process, pre-employment checks will be conducted in line with requirements of the position.

**POSITION DESCRIPTION
VOLUNTEER COORDINATOR
FOR 2021 BALLARAT INTERNATIONAL FOTO BIENNALE**

ABOUT THE BALLARAT INTERNATIONAL FOTO BIENNALE

The Ballarat International Foto Biennale was founded in 2005 and attracts significant international and Australian photographers as one of Australia's pre-eminent photographic festivals. It is a not-for-profit event that immerses the historic town of Ballarat in photographic art.

Now in its 16th year, the Biennale has enriched the cultural landscape of regional Victoria, to become the most significant, prestigious photographic arts festival in Australia. Held every two years we showcase work from domestic and international artists that is new, previously unseen in Australia or contextualised afresh; and in our Open Program we foster the development of emerging artists. Alongside there are public programs and education programs comprising talks, workshops and prizes which round out a rich and diverse cultural event that attracts more than 30,000 people, delivering significant economic and cultural impact.

The Ballarat International Foto Biennale has attracted more than 200,000 visitors to Ballarat. We've done this by consistently finding new ways to engage audiences with photography, responding to our audience's needs, their changing vision of art and culture, and the role it plays in shaping Ballarat. We recognise and support Aboriginal and Torres Strait Island people as the First Australians. Through photography, we see our world reflected back in unexpected ways through the eyes of others: artists, community and new perspectives.

www.ballaratfoto.org

ABOUT THE ROLE

The Volunteer Coordinator is responsible for all aspects regarding volunteers working at the 2021 Ballarat International Foto Biennale (BIFB), including recruiting new volunteers and promoting volunteer opportunities to the public. The Volunteer Coordinator arranges all the details of volunteering and keeps all parties informed.

We are looking for a detail-oriented and focused Volunteer Coordinator to be responsible for our database of volunteers and volunteer opportunities. The Volunteer Coordinator's responsibilities include recruiting and training new volunteers, keeping a database of volunteer information and skills, matching volunteers to opportunities that suit their skills, keeping volunteers informed, and conveying the organization's purpose to the public.

The Volunteer Coordinator should be meticulous about keeping records and passionate about volunteer work.

In the lead up to the festival, the Volunteer Coordinator will work on recruiting volunteers and ensuring they are all allocated to tasks for the festival period. You will be required to develop the volunteer documents such as the volunteer manuals (based on previous events), organise Police Checks and ensure that all volunteers are trained for their relevant duties. The Volunteer Coordinator will arrange volunteer jackets and lanyards for use during festival

time. Training the volunteers to facilitate Covid-Safe event practice will be a requirement in 2021 with the support of our risk management advisor.

During the festival period, the Volunteer Coordinator must be available coordinate the volunteer schedule, to manage the opening of all galleries daily, oversee the changeover of volunteers for all galleries at lunch time, ensure lock up at the end of day and work to replace any last-minute volunteer cancellations. It will be important to contact all volunteers at least two days prior to their rostered schedule to ensure they turn up.

Volunteer Coordinator Responsibilities:

- Recruiting, training, and supervising new volunteers
- Collecting volunteer information, availability, and skills, and maintaining an up-to-date database using our software program, Better Impact
- Using marketing tools such as outreach programs, e-mails, and volunteer databases with assistance from the BIFB team
- Keeping new and existing volunteers informed about the organisation and volunteer opportunities
- Matching volunteers to opportunities that suit their skill sets, and ensuring they understand their responsibilities and receive the proper training
- Organizing training and leading on-the-job training
- Creating and supporting opportunities for free events/catch ups for volunteers
- Keeping schedules and records of volunteers' work
- Following our organisation's codes of conduct and operating procedures to uphold the organisation's values
- Ensuring the organisation's purpose is conveyed to the public
- Finalising all the data at the end of the festival and providing the data to the General Manager

Volunteer Coordinator Requirements:

- A current Police Check
- Experience in volunteering and recruitment
- Working knowledge of databases
- Excellent communication and interpersonal skills
- Excellent organization and team-building skills

Key Competencies Required

- Planning and Organising – Ability to prioritise tasks to meet daily, weekly and project targets. Organisational skills to arrange, develop and achieve outcomes within resource constraints.
- Computer Skills – High level office suite skills ensuring accuracy and quality within reasonable timeframes.
- Interpersonal Skills – Excellent interpersonal skills resolving issues at the point of origin and facilitating efficient and productive relationships with volunteers. Being focused on a high level of customer service when undertaking your work.
- Communication Skills – Demonstrated high level written (including newsletters, correspondence and reports) and oral communication skills. Ability to effectively communicate at all levels and across all demographics.
- Relationship Management – Ability to foster effective working relationships with volunteers.
- Integrity – Maintain legal, social and organisational standards and values. Honour your commitments and take responsibility for your actions.
- Flexibility and Resilience – Ability to be flexible and deal calmly and consistently with demanding responsibilities and conflicting priorities.

- Work Practice – Ability to work independently as well as in a project team. Being reliable and showing/taking initiative to positively influence the project. Having an outcome-driven focus.

Availability

This is a contract position, commencing as soon as possible and concluding at the end of November 2021. The contract may be extended if appropriate.

Contract fee

The contract fee is \$9,500 (plus 9.5% superannuation) for the duration of the contracted period.

Further Information:

Kate O'Hehir

General Manager

Ballarat International Foto Biennale

kate@ballaratfoto.org