

FESTIVAL VOLUNTEER HOUSE COORDINATOR 2018 Job Description

SIFF's mission is to create experiences that bring people together to discover extraordinary films from around the world. It is through the art of cinema that we foster a community that is more informed, aware, and alive.

OVERVIEW AND IMPACT:

The **Festival Volunteer House Coordinator** supervises and coordinates venue crew volunteers, under the direction of the Festival Venue Manager.

REPORTING RELATIONSHIP

- Festival Venue Operations Manager
- Festival Venue Managers

PRIMARY SUPERVISORY RESPONSIBILITIES

- Venue Crew Volunteers

PRIMARY DUTIES & RESPONSIBILITIES:

- Serve as the primary on-site contact for venue crew volunteers
 - Greet, orient, and support venue crew volunteers
 - Assign venue volunteer positions for each screening
 - Check with volunteers during their shift to ensure they completing their tasks successfully
 - Ensure volunteer sign-in sheets are completed and vouchers are distributed
- Support the Festival Venue Manager in facilitating smooth seating, clearing, and cleaning of houses
- Provide excellent customer service, and ensure a positive experience for all SIFF participants and volunteers
- Other duties as assigned

QUALIFICATIONS:

- English language fluency, both oral and written
- Ability to use a radio while on shift (Training provided)
- Comfortable working with technology (mobile phones, laptops)
- Ability to stand for extended periods of time
- Ability to work outdoors in all weather
- Ability to lift 20 pounds
- Ability to commit to 80 hours, including:
 - **Venue Crew Volunteer Training** – (May 5th 10 AM to 11:30 AM)
 - **House Coordinator Training** – (May 5th, 12:30 PM - 2:00 PM)
 - **SIFF 2018 Opening Night** – May 17
- Prior Festival Venue Crew experience is helpful. Willing to train the right service-oriented, service-experienced candidate.

IDEAL CANDIDATE WILL:

- Be organized
- Possess a service-oriented demeanor; customer service experience a plus
- Have a clear and constructive communication style
- Have strong interpersonal skills and positive attitude
- Have demonstrated ability to lead a diverse and rotating team of volunteers

- Have the ability to adapt quickly
- Remain calm in the face of chaos

BENEFITS:

- (1) SIFF 2018 Festival Admit 1 Pass
- (1) SIFF Annual Enthusiast Membership
- Class credit (if applicable)

DATES OF POSITION:

- Venue Crew Volunteer Training – (May 5th 10 AM to 11:30 AM)
- House Coordinator Training – (May 5th, 12:30 PM - 2:00 PM)
- Festival Shifts - May 17 - June 10, 2018

TO APPLY:

Email letter of interest and resume to volunteers@siff.net indicating **Festival House Coordinator** in the subject line.

SIFF is an equal opportunity employer. We seek to hire candidates that reflect the cultural diversity of our community. We welcome and encourage qualified candidates from all national, religious, racial and ethnic backgrounds, from all gender expressions and sexual identities, and from persons living with disabilities, to apply to become a part of our organization.