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POSITION AVAILABLE: VOLUNTEER COORDINATOR

Next Wave is looking for an enthusiastic and organised candidate to fill the role of Volunteer Coordinator at our headquarters in North Melbourne. This is an excellent opportunity to gain firsthand experience in the production of a major biennial arts festival for a candidate passionate about contemporary art and culture in Australia.

Working with the Business & Operations Manager to oversee the success of the Festival volunteer program, the Volunteer Coordinator will liaise directly with Next Wave artists, staff and venue partners to ensure that the Festival's volunteer requirements are met.

Responsible for the administration of the program - compiling rosters, coordinating briefing sessions, distributing resources and answering queries - the Volunteer Coordinator will also work in an on-the-ground capacity, managing volunteers at various sites around Melbourne during the Festival.

Next Wave is an equal opportunity employer. Aboriginal and Torres Strait Islander people, people with disability, and culturally and linguistically diverse applicants are strongly encouraged to apply.

Please continue reading for more details including the full position description and selection criteria.

Position Title:	Volunteer Coordinator
Currency:	Part time, February 2018 – June 2018
Location:	Next Wave Office, Meat Market, North Melbourne
Remuneration:	\$50,000 pro rata (plus 9.5% superannuation)
Hours of work:	This position starts at 2 days per week (15.2 hrs), increasing incrementally as required to fulltime in May, with reduced hours in June.

Applications Close: **11.59pm Monday 27 November; late applications will not be accepted.**

Applicants must be available to interview on Thursday 30 November. Interviews are held at the Next Wave Office in North Melbourne; we can also conduct interviews via Skype if required.

Applicants are advised to carefully read the detailed Position Description below. You should also familiarise yourself with the Vision, Mission and Values outlined on the organisation's [website](#), as a first step.

Applications are due by 11.59pm Monday 27 November. Please submit your application via [Recruiterbox](#) as one single PDF document.

Applications must include:

- A two-page document (maximum) telling us about how your experience responds to the selection criteria (see below) and why you would like to work with Next Wave
- A CV that **MUST** include contact details for 2 current referees

Please note that it is not necessary to include a cover letter.

You are encouraged to speak with us prior to submitting your application. Enquiries about the position can be directed to Lauren Clelland (Business & Operations Manager) or Pippa Bainbridge (Deputy Director) on (03) 9329 9422.

Position Description

Position title:	Volunteer Coordinator
Reporting line:	Business & Operations Manager
Key interfaces:	Next Wave staff, artists and volunteers

Purpose of role:

The Volunteer Coordinator makes a positive and significant contribution to the delivery of Next Wave Festival 2018, through the recruitment and management of Next Wave Festival volunteers.

The role will liaise with Next Wave artists, staff and related venue partners to ensure the volunteering needs of all projects are met, and will be responsible for all administrative tasks related to the volunteer program.

During the Festival this role will manage day-to-day communication between volunteers, artists and the organisation, and work in an on-the-ground capacity, managing volunteers at various sites around Melbourne.

Specific accountabilities and tasks

- In consultation with Next Wave artists and staff, oversee the planning of the Next Wave Festival 2018 volunteer program, ensuring that volunteer requirements for all Festival projects and events are met
- Develop strategies related to volunteer recruitment, engagement, communication and retention, as relevant over the contract timeline
- Maintain, contribute to and build on sponsorship arrangements/relationships related to volunteer benefits and/or resources
- Be the primary contact within the organisation for Next Wave Festival 2018 volunteers, from recruitment through to the end of the Festival
- Oversee the generation of the 2018 Next Wave Volunteer Manual and ensure it is distributed to all volunteers and related personnel
- Liaise with Festival venue partners as required, to ensure that venue volunteer requirements are met and that venue staff are adequately briefed on information relevant to the management of Festival volunteers
- Oversee the preparation, distribution and confirmation of volunteer rosters, and ensure volunteers are supplied with all relevant information to undertake their shifts safely and efficiently
- Working with the Business & Operations Manager, oversee the coordination and delivery of the Next Wave Festival 2018 Volunteers & Artists Briefing

- Manage volunteers on site at select Festival events, contributing to venue and event reporting as required
- Complete an Exit Survey and Volunteer Coordinator Report at the end of the contract period
- To meet the changing needs of the Festival and its projects, this position may include other/additional duties, as required.

Selection Criteria

- Exceptional communication skills and attention to detail
- Demonstrated administration/system management skills
- Ability to manage multiple tasks and work to strict deadlines
- Ability to work autonomously as well as part of a small team
- A demonstrated interest in and passion for contemporary art and independent arts practice

Experience and qualifications

Essential

- Knowledge of Microsoft Office (specifically Excel)
- Administration experience in the Arts sector
- Experience in coordinating large teams of people

Desirable

- Experience with database systems
- Demonstrated interest and/or experience in implementing inclusive approaches to volunteer recruitment and management of volunteers with disability