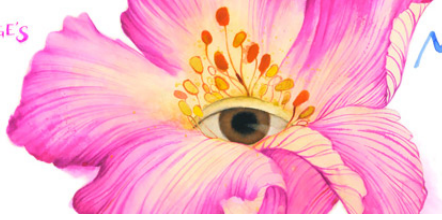




36th ANNUAL MIAMI DADE COLLEGE'S
MIAMI FILM
FESTIVAL



MARCH
1-10
2019



ASSISTANT VOLUNTEER COORDINATOR

Type: Seasonal, Part-Time (Twice a Week + Ten Festival Days)

Position Runs: January 29 – March 10, 2019

Assistant Volunteer Coordinator will help oversee all designated areas of Festival volunteers.

Responsibilities include:

- Serving as secondary point of contact for volunteer-related requests and needs during Festival
- Helping with Festival's Presentation and Liaison Team
- Helping ensure all volunteer materials are available, including credentials, t-shirts, snacks, and rewards
- Helping devise, manage, and implement a plan to fill all Festival volunteer positions
- Helping organize and run volunteer recruitment events
- Helping create, publish, and manage volunteer shift schedules
- Helping plan and host volunteer training and orientation sessions
- Helping supervise all volunteer activity during the Festival, to ensure that all Festival and volunteer needs are met
- Assisting at Festival venues, when needed

Emphasis will be placed on creating a top-notch volunteer, guest, and patron experience. Candidates should be friendly, outgoing, and a strong communicator with a commitment to customer service. Candidate must also be detail-oriented and be able to function in dynamic, high-energy, and high-pressure situations while maintaining a calm, professional demeanor. Significant experience managing groups of people is a plus. English/Spanish bilingualism also a plus.

Extended hours and weekend work will be required leading up to and during the Festival.

To apply, please email resume and cover letter to maria@miamifilmfestival.com