



VOLUNTEER COORDINATOR

Type: Seasonal, Full-Time

Position Runs: January 14 – March 15, 2019

Volunteer Coordinator is responsible for overseeing all designated areas of Festival volunteers.

Responsibilities include:

- Serving as primary point of contact for all volunteer-related requests and needs
- Working with multiple departments to determine volunteer needs at different locations before, during, and post-Festival
- Working with Guest Services Department to implement and manage Festival's Presentation and Liaison Team
- Working with Operations and Sponsorship to ensure all volunteer materials are available, including credentials, t-shirts, snacks, and rewards
- Devising, managing, and implementing a plan to fill all Festival volunteer positions
- Organizing and running volunteer recruitment events
- Creating, publishing, and managing volunteer shift schedules
- Planning and hosting volunteer training and orientation sessions
- Supervising all volunteer activity during the Festival, to ensure that all Festival and volunteer needs are met
- Assisting at Festival venues, when needed
- Providing wrap-up report

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