



## Job Description

**Job title:** Wildscreen Festival Volunteer Coordinator

**Reports to:** Festival & Events Manager

**Contract:** Fixed-term contract for 10 days during September and October (must available Sunday 9 to Friday 14 October) 2022

**Salary:** £125 per day / The postholder's normal pay arrangements will apply throughout the contracted period. No additional compensation is offered

Wildscreen has a vacancy for a Volunteer Coordinator to work on Wildscreen Festival 2022 — the world's largest, most prestigious international wildlife and environmental film festival. This year's hybrid festival takes place from Monday 10 – Friday 14 October 2022. During the week of the festival, Bristol will play host to international delegates from across the wildlife media industry who are drawn by the weeklong programme of screenings, lively panel sessions, keynote speakers, expert-led workshops, masterclasses, and networking events as well as the prestigious Wildscreen Panda Awards ceremony.

### Job Profile:

We require an enthusiastic and motivated person who is able to work efficiently and professionally in a fast paced, team-oriented environment. The ability to work well under pressure, excellent communication skills and superb organisational skills are a must. You will be required to schedule, manage, and motivate a large group of volunteers (both in-person and virtually) in the lead up to and during the festival while maintaining constant communication with the Festival team.

This role will be based at the Wildscreen office in Bristol and at various Festival venues, working alongside the Festival team, under the guidance and supervision of the Festival & Events Manager. The successful candidate will work a minimum of 10 days (with more time available if necessary subject to the approval of the Festival Manager) in the run up to the Festival and the week of the Festival itself. This will include weekend work and early starts and late finishes will also be required.

### Principal duties:

The responsibilities of the Volunteer Coordinator include, but are not limited to:

- Working with the Wildscreen Festival team to train and manage volunteers
- Matching volunteer skills to specific job roles
- Organising volunteer training and briefings where applicable
- Maintaining the volunteer database and scheduling volunteer hours and rota based on availability
- Communicating clearly and consistently with a large volunteer base

- Be the point of contact for, and manage volunteers during the festival week
- Working with the Wildscreen Festival team and stepping into additional duties at the Festival as and when required
- Providing exemplary service to Festival delegates

**Personal Specification:**

- Organised and self-motivated to work on own initiative
- Previous experience of working as and with volunteers
- Have excellent oral and written communication skills, as well as interpersonal skill
- Able to inspire confidence and a sense of belonging in the volunteer team
- Experience of effectively communicating to large groups of people
- Ability to prioritise and delegate in high stress situations
- Have a passion for the Festival, its ethos and for doing a job properly
- Must be available to work full-time every day from Sunday 9 to Friday 14 October 2022 and a few days in the lead up to the festival to coordinate the onboarding of volunteers.

**Application procedure:**

Applicants should send a CV and covering letter, clearly stating how you meet the requirements of the role.

Please e-mail your application to Amelia Watts at [events@wildscreen.org.uk](mailto:events@wildscreen.org.uk) by Sunday 21 August.