



JOB DESCRIPTION / **VOLUNTEER COORDINATOR**

ABOUT FRAMELINE

Frameline's mission is to change the world through the power of queer film. As a media arts non-profit, Frameline's programs connect filmmakers and audiences in San Francisco and around the world. Frameline's integrated programs provide critical funding for emerging LGBTQ+ filmmakers, reach hundreds of thousands with a collection of more than 250 films distributed nationally, and create an international stage for the world's best queer film through the San Francisco International LGBTQ+ Film Festival and additional screenings and cinematic events in person and online.

THE POSITION

The Volunteer Coordinator is responsible for recruiting, training, coordinating and supervising 400 to 500 volunteers before and during Frameline43: The San Francisco International LGBTQ+ Film Festival (June 20 - 30, 2019), ensuring that all volunteer shifts are covered and that all Film Festival staff are suitably supported by volunteers. This position works closely with the Operations team and is responsible for the hiring, training and supervision of the Volunteer Intern(s) and Volunteer Captain(s).

Reports to: Operations & Systems Manager

Compensation: \$11,500

Status: Temporary

Schedule: April 2 - April 19, half time
April 23 - July 1, full time
July 2 - July 12, half time

QUALIFICATIONS

- Familiarity with film festival operations/event management
- Previous Volunteer Management experience required
- Ability to work with a large and diverse group of people
- Advanced cultural competency with LGBTQ+ communities
- Effective communication, interpersonal and organizational skills
- Ability to work independently as well as part of a team
- Detail-oriented with demonstrated attention to accuracy
- Responsive to unpredictable workflow and hours

- Fluency in Windows & Mac operating systems & applications including Filemaker Pro, MS Office Suite, & Keynote/Powerpoint
- Positive and gregarious demeanor, energetic, good-natured
- Flexible, creative, and able to thrive in a fast-paced environment while maintaining a sense of humor

DUTIES & RESPONSIBILITIES

- Recruit, train, coordinate and supervise 400 to 500 volunteers
- Supervise and train Volunteer Intern(s)
- Maintain Shiftboard.com volunteer scheduling system/database
- Utilize Shiftboard database to create shifts and schedule volunteers
- Train necessary festival staff on Shiftboard
- Coordinate and lead 2-3 volunteer orientation meetings in late May/early June
- Help identify and train Volunteer Captains
- Compile Volunteer Captain information packets
- With Festival Operations Manager, co-facilitate Volunteer Captain & House Manager meeting in early June
- Coordinate with Festival staff members to determine their volunteer needs
- Process volunteer requests
- Revise and compose all written communication with volunteers
- Schedule volunteers and disseminate assignment sheets
- Troubleshoot communication and data systems
- Assist venue House Managers & Volunteer Captains during selected screenings
- Manage volunteers at key events
- Coordinate Volunteer thank-you party
- Attend daily meetings during Film Festival
- Compile volunteer evaluations
- Complete post-Film Festival written wrap report and manual

TO APPLY:

Please send cover letter and resume via email to slee@frameline.org

Subject: Frameline43 Volunteer Coordinator Search

Application Deadline: February 22, 2019

Early applications encouraged. No phone calls, please.

Frameline is an equal opportunity employer and is firmly committed to complying with all federal, state and local equal employment opportunity ("EEO") laws. Frameline strictly prohibits discrimination against any employee or applicant for employment because of the individual's race, creed, color, sex, religion, national origin, age, gender identity or expression, sexual orientation, height and weight, disability, marital status, partnership status and any other characteristic protected by law.