

#filmfleadh



36th edition

Tuesday 9th – Sunday 14th July 2024

Phone 091-562200 **Email** info@filmfleadh.ie **Website** galwayfilmfleadh.com **Address** Unit 3, 1st floor, Augustine House, Merchants Road, Galway, H91 YX82, Ireland

Job Vacancy: Volunteer Coordinator

Galway Film Fleadh is an equal opportunities employer and welcomes applicants from all backgrounds and ethnicities.

Volunteer Coordinator Job Description:

- Review application forms and plan the logistics of the volunteer schedule
- Select the Festival Volunteers and communicate with all applicants regarding their applications
- Draft a festival volunteer information handbook.
- Devise the Volunteer recruitment Induction
- Manage the Volunteers' communication hub.
- Liaise with all Department heads regarding areas of Volunteer support and to ensure that Volunteers are rostered in these areas where feasible
- Devise and implement Volunteer rosters in liaison with the Festival Manager
- Circulate the Volunteer call-out in conjunction with the Fleadh social media team, to ensure good spread of audience development objectives are met among volunteer call-out i.e. to student film clubs/entertainment offices in universities/language schools etc.

Availability:

The position starts on **June 10th to July 15th 2024** working from our office in Galway city centre full-time.

Essential Skills:

- Strong administration skills; reading application forms, building schedules and use of Microsoft packages
- Good computer administration skills
- Ability to manage workloads within tight schedules
- Good time management and delegation skills
- Strong people management skills
- Excellent communication skills
- Applicants must be eligible to work in the Republic of Ireland

Desirable Skills/ Experience:

- Previous experience in volunteering locally and/or internationally
- Experience in recruiting through various channels
- Previous experience working in the Arts
- Full clean driving licence
- First Aid training
- Manual Handling training

Reporting to: Festival Manager

Key Internal Relationships: Venue and Box Office Managers, Programming Team, Marketing Team, Technical Coordinator

Key External Relationships: External Volunteer Organisations.

How to Apply:

Please fill out the form on <https://www.galwayfilmfleadh.com/job-vacancy-volunteer-coordinator/> by **Monday May 13th**. Note you must upload your CV and cover letter also. Any technical trouble, please email tech@filmfleadh.ie Other queries to cathy@filmfleadh.ie

