

SCOPE OF WORKS: FESTIVAL VOLUNTEER MANAGER

Responsible to: The Festival Manager

Works with: Logistics Manager, Producer and Project Co-ordinators for Bloomsbury Festival Productions

Purpose of the role: Responsible for the recruitment, training and execution of the volunteer programme for the festival working closely with the Festival Manager.

Type of contract: Freelance: Contract for services

Dates: Running from start Sep to end October 2017, the workload and time commitment will vary responding to key deadlines. Exclusively available for w/c 16 Oct during festival.

Fee: This is a fixed fee role at £1,000 (inclusive of travel and all expenses) paid in 3 installments. Any authorised expenses to be reimbursed.

Base: Role will be based primarily in Bloomsbury office with remote working.

Responsibilities:

- Lead the execution and delivery of the volunteer programme, working closely with the Festival Manager in order to best support the artistic programme and the strategic aims of the Festival;
- Working closely with the Bloomsbury Festival Producers and Logistics Manager to identify the number and roles required for each event.
- Recruit, appoint and train the festival volunteers (last year we had about 200).
- Responsible for additional recruitment of volunteers. Please note that the recruitment is already well under way and we have a number of established channels that have been successful.
- Manage the volunteer database and contacting volunteers.
- Design and manage the rota system to check availability and allocate volunteers to events.
- Design, co-ordinate and lead the group training sessions for the volunteers.
- Design and implement the practical operations of the volunteer experience (ie uniform, green room etc)
- Working closely with the Marketing Manager to implement the evaluation from audiences.
- Create and manage a very small volunteer budget.
- Working with the Festival Director, Logistics Manager & Marketing Manager on the delivery of the Front of house operations (box office, ushering etc).
- Report weekly to the Festival Manager.
- Attendance at operation team meetings as required
- Complete an evaluation report and attend evaluation meeting.
- This list of responsibilities is not exhaustive and the successful candidate may be required to perform duties outside of this as operationally required and at the discretion of the Festival Manager.

Person specification:**● Essential skills and experience:**

- An understanding and commitment to the mission, vision and work of Bloomsbury Festival and a passion to play a key role in shaping and achieving the company's success
- Experience of managing teams
- Excellent communication skills (verbally and written form) can adapt style to liaise with a wide range of people
- Excellent organisational skills and ability to disseminate information across a range of people and co-working colleagues
- Strong administrative skills
- Strong numerical and spreadsheet skills
- Calm under pressure (unflappable)
- Experience of online/remote working systems for shared usage (google)
- A positive attitude with a high level of self-motivation, and an ability to work on your initiative
- A team player that works collaboratively

● Desirable (but not essential) skills and experience:

- Experience of running a volunteer programme
- Knowledge of Bloomsbury and organisations within the Bloomsbury area
- Experience/understanding of working in an Arts Festival
- Experience of working on a box office or front of house
- Experience of working at a festival

Application process:

If you are interested in the role, please send your CV and a short letter (no more than 1 side of A4) saying why you are interested in the role and how you meet the person specification. Please send to

ana@bloomsburyfestival.org.uk