

GLASGOW INTER- NATIONAL

Volunteer Coordinator (freelance, temporary)

Closing date: 12 Noon 24th October 2017
Interview date: 30th October 2017
Term: November 17 – June 2018
Fee: in the region of £3,500

About Glasgow International of Contemporary Visual Art:

Glasgow International Festival of Visual Art (more commonly known as GI) is a biennial city-wide, multi-venue, festival that takes place over 18 days in April/May in every even year. After seven successful editions, it is still a young festival on an amazing growth trajectory; well established on the international scene and considered a vital event in the national and international calendar.

The festival takes place in Glasgow's major museums, institutions, galleries, temporary venues and public sites right across the city. The festival now comprises c85 exhibitions, c175 events across 75 venues and spaces in the north, south, east and west of the city. The Festival also includes events, performances, talks, tours, workshops and screenings. Approximately 90% of the programme is free of charge.

The 2018 programme will be a hybrid of commissioned and curated work led by our new Director, Richard Parry, and projects led by the wider artistic community who live and work in the city.

'The UK's best visual arts festival. Forget Edinburgh, forget Liverpool: this is the one.' (The Guardian)



About the Role:

Volunteers play a key role in the delivery of Glasgow International. In 2016 we had over 75 volunteers working across a range of venues and roles. We want to make sure that our volunteers have a great experience working with us and it's the Volunteer Coordinator's responsibility to make this happen.

The Volunteer Coordinator is responsible for the development, implementation and evaluation of the Volunteer Programme for Glasgow International 2018.

Main activities and responsibilities:

- Review recommendations from previous festivals;
- Create plan for 2018;
- Review and update templates and documentation for the Volunteer Programme;
- Work with the team to identify volunteer roles and numbers;

- Oversee the recruitment of volunteers
 - advertise opportunities
 - respond to enquiries
 - review applications with the team
 - schedule and host interviews
- Devise and deliver induction and training programme for volunteers;
- Schedule volunteer rota;
- Administration of programme: including rota management, budget management, petty cash and expenses, references for volunteers;
- Evaluation of the programme including feedback from the volunteers.

Reporting & Debrief

- Attend post-festival debrief meeting
- Delivery of short written end of festival report.

Person Specification:

- An excellent track record of working with and managing large teams of people, preferably with experience of working directly with volunteers;
- Proven experience of project coordination, including the ability to schedule across venues and monitor budgets;
- Articulate and able to communicate clearly and confidently;
- High degree of computer literacy – knowledge of Windows-based applications, able to use word-processing, database, spreadsheet, Internet and email applications;
- Excellent organisational skills, able to prioritise a wide range and high volume of activities and use available resources to ensure tasks are completed accurately and to deadline;
- Able to work on own initiative, identify problems and find effective solutions

Key Dates:

November/December:	Review and planning
December/January:	Recruitment begins
February:	Interviews and selection
February/March:	Scheduling
	Training and induction
	Administration
April:	Implement programme
	Administration
	Support volunteers
	Evaluation
18th April	Press Preview
19th April	Festival Preview
20th April – 7th May	Festival
May/June:	Final evaluation report due

Working Pattern:

This role is a freelance position working part-time until the festival period when full time work will be essential.

How to Apply:

Please send your covering letter (no more than 2 pages) and CV, outlining how your experience meets the role and person specification by midday on Tuesday 24th October 2017. Please also indicate when you are able to start, your daily rate and how many days you can commit to the role in order to deliver the tasks outlined above.

Applications should be addressed to Emma Flynn, Festival Coordinator and emailed to emma.flynn@glasgowinternational.org. This should be formatted in one document with the file name including the applicant's full name.