



POSITION DESCRIPTION

Volunteer Manager

Reviewed: May 2023

Purpose:

This is a position fundamental to the successful operation of the Nannup Music Festival (NMF). Its purpose is to source, allocate and manage the festival's over 400 volunteers, before and during the event. A strong commitment to the policies and principles of the Nannup Music Club (NMC) and to benefiting the community of Nannup as a whole is essential.

Organisational Relationship:

The Volunteer Manager is ordinarily responsible to the Festival Director but may receive instruction from, and give advice to, members of the NMC Committee and Staff.

Timeframe:

September to March.

Location:

Flexible working hours, working remotely, attending monthly meetings (in Nannup or remotely). On site presence for festival volunteer operations is required. South West based candidates will be given preference.

Remuneration:

As negotiated with the successful candidate.

Requirements:

This is a high-level festival role, and we are seeking someone with:

- Positive attitude.
- A sense of commitment.
- Ability to follow guidelines.
- Ability to work without supervision.
- Ability to work under pressure in a fast-paced environment.
- Highly developed organisational skills, including the ability to quickly process rapidly changing information and prioritising tasks.
- Good people skills and ability to lead a team of volunteers.
- Administration, computer, data collection and management skills.
- Well-developed written and verbal communication skills.

Duties and Responsibilities:

- Set up, update and maintain the NMF volunteer database. Please note that the role will be responsible for transferring existing data to a new database software which will need to be selected and implemented by the successful candidate.
- Develop and implement effective strategies to recruit suitable volunteers. This includes promoting volunteering with the NMF to engage wider community support.
- Facilitate the recruitment and training of volunteers, including the application and selection processes.
- Maintain high levels of communication and engage effectively with the Festival's Area Managers and Staff, to facilitate the delivery of volunteer services related to their individual area of responsibilities, and assist them in working effectively and cooperatively with volunteers.
- Effectively manage NMF volunteers during the event.
- Review and update volunteer timelines, role descriptions, policies and procedures as required and maintain accurate records of program outcomes for all volunteer activities at the festival.
- Keep up to date with legislation and policy related to volunteering and make any necessary modifications to accommodate changes.
- Engage with, and report regularly to, the NMC Committee.

Perks:

- Work Laptop
- Festival Pass (x2)
- Volunteer T-shirt
- Festival Breakfast Voucher (x3)
- Setup Week Lunch (x2)
- 20% Discount on NMF Merchandise

A detailed task list can be provided upon request.

To apply, please send your resume and cover letter to our Festival Director Phaedra Watts, at phaedra@nannupmusicfestival.org