



2019 VOLUNTEER ASSISTANT

The Volunteer Assistant will be responsible for recruiting and coordinating volunteers for the largest public event in Regent Park, Under the Stars, a free outdoor screening series that happens every Wednesday in July and August.

As part of the RPFV commitment to fostering diversity and meaningful inclusion in the Canadian media industry and arts community, this position prioritizes applicants from Regent Park and those who identify as Black, Indigenous, People of Color, person with disabilities, woman, queer, trans or non-binary person or any combination of these intersections. We encourage you to self identify in your application.

JOB DESCRIPTION

- Recruit and coordinate volunteers for of each screening during the summer
- Manage all tasks in the Volunteer Hub (welcoming volunteers, brief training, receiving food, cleaning up between meals, signing volunteers in & out, distributing volunteer appreciation items)
- Manage inventory of pre-show materials & concessions
- Ensure that volunteers feel appreciated and part of a team
- Prepare debrief of each week and of overall program detailing successes and areas for improvement
- Assist Festival Manager with logistics of events and administrative support

SKILLS REQUIRED

- Excellent communication and organizational skills and the ability to manage a variety of tasks
- An empathy with volunteers and an understanding of their needs
- Experience managing or coordinating projects and volunteers (paid or unpaid)
- The capacity to inspire and motivate others
- The ability to deal with information in a confidential manner and respond with sensitivity
- Administrative skills and an ability to maintain records and produce clear written and oral reports
- A flexible and non-judgmental approach to people and work

TERMS OF THE CONTRACT

- Position: 4 days/week from June 24-August 24, 2019
- Salary: \$14/hour
- Reports to: Festival Manager

APPLICATION INFORMATION

Please email your CV to jobs@regentparkfilmfestival.com

Attn: Hiring Committee: Festival Manager

Closing Date: Friday, May 17th 2019 at 11:59pm

Only applicants selected for interviews will be contacted. Please no telephone inquiries.