

**FREELANCE VOLUNTEER COORDINATOR – FESTIVAL 2017**

This freelance role is a key part of the festival and plays an important role in the overall delivery and success of the festival. Please find further information about this role and background information about AND Festival below.

To apply for this role, please submit your CV (no more than two pages and including at least two referees) alongside a supporting statement (300 words max) highlighting how your experience meets the skills and experience criteria outlined in this job description.

The closing date for applications is Sunday 30 July

Interviews are scheduled for w/b 31 July in Manchester. All short-listed candidates will be contacted by email.

Please send your application to jobs@andfestival.org.uk with APPLICATION VOLUNTEER COORDINATOR as the subject field.

**JOB DESCRIPTION**

**Role: Volunteer Coordinator (Freelance)**

**Fee:** The total fee for this role is £2000 inclusive of VAT.

**Location:** The Volunteer Coordinator can work flexibly between the AND office and
 remotely if required. The AND office is located in central Manchester.

 During festival delivery, the Volunteer Coordinator will be required to be based
 in Castleton, Peak District with the AND production team and volunteers.

**Duration:** The Volunteer Coordinator will work flexibly between August and September
 2017 in agreement with the Senior Producer. We estimate the role will be 1-2 days in the run up to the festival and full-time during the festival week w/c 18 September.

**Responsible to:** Senior Producer

**Main Purpose of the role**

The Volunteer Coordinator will be responsible for the implementation and the day-to-day operations of the Festival’s volunteer programme. The Volunteer Coordinator will work alongside the Senior producer to recruit, train, schedule and lead volunteers leading up to and during AND Festival 2017.

Volunteers play an integral part in the Festival by acting in a variety of roles. It is the role of the Volunteer Coordinator to ensure that festival volunteers are equipped to carry out their roles.

**Key Dates**

Fri 25 August Deadline for volunteer applications
w/c 4 September Volunteer team briefings

21-24 September AND Festival dates

**Key Tasks**

1. Recruitment

* Manage the recruitment of volunteers for the festival, supported by the Senior Producer and Production team
* Ongoing central point of communication with volunteers in the run up to and during the festival

2. Scheduling

* Liaise with internal staff to assess volunteer requirements to ensure proper coverage for all areas of the festival.
* Work with the Senior Producer to create and update volunteer schedules for the festival.
* Be the main point of contact for volunteers regarding the schedule and ensure that all volunteers have up to date information in a timely manner.
* Work with the Programme Coordinator to coordinate all volunteer travel and accommodation requirements

3. Training

* Review and deliver volunteer induction sessions
* Coordinate induction location and schedule
* Ensure all volunteers are well briefed with information on the festival including information specific to the various roles.

4. Administrative

* Issue volunteer agreements and handbooks
* Coordinate distribution of volunteer t-shirts
* Administer volunteer expenses
* Contribute to post-festival evaluation

**PERSON SPECIFICATION**

- Experience in volunteer management

- Experience in arts administration or related fields

- Excellent written and verbal communications skills

- Proven track record in motivating individuals

- Excellent organisational skills

- Ability to manage multiple priorities, work flexibly under pressure to meet deadlines

- Ability to work independently on own initiative as well as part of a team

- Positive and enthusiastic attitude

- Ability to work in a fast-paced environment, assess situations and provide solutions /
 recommendations to issues as they arise.

- IT skills especially Microsoft office (Word, Excel, PowerPoint, etc.)

- An interest in contemporary visual arts, music and film

- Commitment to equal opportunities

**DESIRABLE**

**-** Understanding of current policy around volunteering and skills development in the contemporary arts

- A full clean drivers licence

- Experience of working on festivals or large-scale events

**ABOUT AND**

Abandon Normal Devices (AND) is a commissioning agency delivering ground-breaking projects and festivals that challenge conventional modes of participation through a dynamic public programme of art, new cinema and digital culture.

AND produces cross platform projects including exhibitions, talks, interactive projects, film happenings and a biennial festival of new cinema, digital culture and art. We are a catalyst for new approaches to art-making and digital intervention and invite artists to hijack their imagination through abandoning traditional settings and developing unorthodox partnerships se we can actively redefine the way that digital art projects, events and festivals are experienced.

The AND festival is site specific and occurs in a new location every two years making it the UK’s only nomadic festival of this kind. It maps different terrains from the rural, urban, subterranean to virtual. The programme interrogates our assumptions of contemporary culture and invites new ways of seeing the world through re-negotiating our relationship to place.

This year AND Festival will be taking place in Castleton, Peak District National Park from the 21 – 24 September.

AND will enter the voids, shafts and veins of the peaks for a subterranean festival with 4 days of site specific installations, world premieres and performances. The programme will reveal the earth’s layers, from the drone’s eye view to subterranean bunkers – it will be a prophetic, provocative and uncanny reflection on the verticality of the earth. Going on a journey from inner and outer spaces, the festival will become a site for the symbolic and sub-conscious, a composing of artistic practices which invite us to reflect on groundlessness and deep time, artists will become archaeologists of the future unearthing rare sounds, simulated environments and technological ruins.

There will be a mix of free and ticketed events featuring 4 days of unusual and unexpected installations and an eclectic mix of events – all site specific to the natural environment of Castleton, Peak District National Park, which evidences the changes to the earth from the ice age to modern day mining.