



Position: Outfest Los Angeles Volunteer Coordinator
Status: Seasonal | Full-time
Reports to: Production Manager
Supervises: Volunteers
Dates: May 20, 2019 – August 9, 2019
Rate: \$640/week

Job Summary: The Volunteer Coordinator is responsible for scheduling all volunteer shifts and managing all volunteers for the Outfest Los Angeles Film Festival. This person will work with our database of volunteers and provide necessary information for volunteer engagement leading up to and throughout the festival. The position will also require the candidate to maintain the Shiftboard database leading up to the event.

Duties and Responsibilities

Volunteer Program

- Oversee festival volunteer program, involving approximately 300 individuals.
- Re-involve volunteers from existing pool and recruit from the general public.
- Maintain volunteer involvement and schedules prior to Outfest Los Angeles.
- Coordinate volunteer sign-up process for standing committees and commitment to volunteer shifts.
- Manage and fulfill staff requests for volunteers as needed.
- Orient and train volunteers as necessary. Prepare a presentation for and lead three to four volunteer orientations.
- Serve as the main point of contact for volunteer check-in and management during Outfest Los Angeles. Will also be the face of Outfest at the information booth during the Festival.

Outreach

- Work with the Communications Coordinator to engage Community Collaborators, which involves up to 50 community-based organizations in festival outreach.
- Recruit new volunteers to expand Outfest's overall volunteer database.

Qualifications

- Experience managing schedules and overseeing staff required
- Strong social skills required
- Experience with Shiftboard or similar volunteer management database programs
- Strong knowledge and skill using MS Office Suite (Excel, Word), Google Apps (Gmail, Google Drive, etc.)
- Detail-oriented and demonstrated attention to accuracy.
- Able to work well in a team and independently.
- Prior experience supervising volunteers.
- Familiarity with, and sensitivity to, diverse issues surrounding the LGBTQ community

To Apply:

Please send a PDF cover letter and resume to hirings@outfest.org. Please indicate the job title in the subject of your email.

About Outfest:

Outfest protects our past, showcases our present and nurtures our future by fostering artistic expression of gender, sexuality and LGBTQ culture and its transformative social impact on the world.

Founded by UCLA students in 1982, Outfest is the leading organization that promotes equality by creating, sharing and protecting LGBTQ stories on the screen. Outfest builds community by connecting diverse populations to discover, discuss and celebrate stories of LGBTQ lives. Over the past three decades, Outfest has showcased thousands of films from around the world to audiences of nearly a million, educated and mentored hundreds of emerging filmmakers and protected more than 30,000 LGBTQ films and videos.

Outfest is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.