

**OLYMPIA FILM SOCIETY JOB APPLICATION AND INFO SHEET FOR
VOLUNTEER COORDINATOR**

To apply for this position, submit your resume, three professional and three personal references, a letter of intent, and your answers to the following questions in your application:

1. What experience and qualities do you feel that you would bring to this job?
2. What is your perception of the Olympia Film Society, and how do you feel that you would contribute to its future?
3. What is your experience working with the Olympia Film Society, or other non-profit arts organizations?
4. What is your experience working with non-hierarchical or consensus-based organizations.
5. What experience do you have working with volunteers?
6. Describe your computer skills.
7. What is the earliest date that you are available to work?
8. What length of time commitment are you able to make?
9. **Start date TUESDAY, MAY 27, 2014**

Applications are due by **MONDAY, MAY 19, 2014 at 5:00PM**

Submit your application materials to: **audrey@olympiafilmsociety.org**or

Olympia Film Society

Attn: Volunteer Coordinator Hiring Committee

416 Washington St. SE #208 Olympia, WA 98501

You will be notified if you have been selected for an interview. Please do not contact the OFS office or the Capitol Theater regarding the status of your application; the Staff will not have this information. Thank you and good luck!

ABOUT THE OLYMPIA FILM SOCIETY

The **Olympia Film Society** is a 501(c)3 non-profit, community-based, volunteer-run arts organization. OFS is an equal-opportunity employer and does not discriminate against employees, volunteers, or membership on the grounds of race, creed, color, national origin, age, gender, marital status, veteran status, sexual orientation, or the presence of any disability.

The **Olympia Film Society** (OFS) seeks to enrich the cultural resources of the South Puget Sound area by broadening access to film and the allied arts and by encouraging deeper understanding of the film medium, facilitating diverse avenues of engagement with film and filmmakers while reflecting the diverse interests of the membership and greater community. OFS strives to educate and unite, enlisting the power of film and allied arts to illuminate the intricacies of diverse cultures, the natural world, and the human condition. It is furthermore our goal to maintain high standards of participatory decision-making and fiscal accountability in keeping with the cooperative nature of our association, and our status as a nonprofit cultural and educational corporation; and to promote the spirit of an active volunteer society among our membership.

Each year the **Olympia Film Society** presents eight six-week film programming Series. Each Series offers the best award-winning, international, and independent films. The weekly Film Series brings films that have been recognized at major film festivals such as Cannes, Sundance, Toronto, New York, and Berlin to name a few. OFS' weekly presentations of independent and international cinema provide the communities of Thurston, Mason, Pierce, Lewis, and Grays Harbor Counties access to a national and international dialogue. Each week OFS presents a fresh double- feature, running five to six days. Additional special one-time-only screenings feature visiting filmmakers and mixed-media performance artists. The Olympia Film Society also hosts a variety of live events throughout the year, ranging from popular music to burlesque to internationally- acclaimed lecturers.

Every Fall the **Olympia Film Society** presents the annual Olympia Film Festival, a ten-day extravaganza of 'round- the-clock films, film-related guests, special performances, wacky sideshow, discussion panels, and music. Although the Festival is well-known and respected in the film world, the effort that makes it happen is all local. The Festival attracts at least 10,000 attendees each year.

Job Description – Volunteer Coordinator

Position Summary: The Volunteer Coordinator is tasked with overseeing recruitment, training, and evaluation of volunteers at OFS. Responsibilities include timely scheduling of volunteers, communication with various staff positions working with volunteers, and supporting selected OFS events by overseeing front-of-house operations. This position reports to the Executive Director.

Job Functions

Volunteer Communication & Oversight:

- Communicate volunteer needs, policies, and updates on a regular basis; respond to questions and concerns raised by volunteers, bringing them to other staff member(s) when needed
- Interface with the Executive Director, Marketing & Events Coordinator, Film Programmer, and Cinema Technician to ensure adequate volunteer support for specific events and ongoing needs of the organization
- Track volunteer hours and provide regular reports to the Bookkeeper
- In conjunction with the Executive Director, oversee all volunteer agreements, position descriptions, evaluations, and training tools

Volunteer Recruitment & OFS Operations:

- Build and maintain volunteer recruitment strategies to reflect the diversity of the community and the OFS membership
- Organize, print and distribute volunteer marketing collateral; coordinate all office supplies necessary for volunteer recruitment and operations
- Lead the training and ongoing oversight of OFS volunteers for tasks including lobby supervision, concessions, street teams, and event support
- Ensure volunteers adhere to OFS policies & procedures by maintaining a current volunteer manual
- Coordinate fill-in coverage of events as needed, and act as representative for OFS and certain films and events
- Organize and execute volunteer recognition events
- Maintain up-to-date public listings of volunteer opportunities, and act as a resource for matching volunteer talent with needs throughout the organization

General Responsibilities:

- Actively participate in weekly staff meetings
- Report any personnel, volunteer or financial policy issues to the Executive Director

in a timely manner; report any such issues related to the Executive Director directly to a member of the Executive Committee of the Board

- Provide information to the Executive Director for staff reports to the board
- Other duties as assigned

Essential Skills:

- Experience working in a volunteer-run organization
- Effective management, recruitment of volunteers
- Efficient communicator that is outgoing and enjoys socializing
- A natural at building positive working relationships with volunteers, staff, board members, OFS members, community, and others
- A comfort with Microsoft Office programs, Google products, and computer skills are highly desired

Time Commitment & Compensation:

- \$12.50 per hour, estimated at 20 hours per week, part-time non-exempt
- Flexibility with hours is required of this position, including regular evening and weekend work
- Consistent Office hours day/evenings required