

Olympia Film Society - Volunteer Director - Job Application Information

Deadline: 5pm, February 11, 2020

The Olympia Film Society Volunteer Director is dedicated to the management and engagement of our volunteers and the programs that support the front of house operations at the Capitol Theater. You play a major leadership role for hundreds of volunteers who keep the theater operating in a fun, safe and professional atmosphere. This position reports to the Executive Director.

Position: Volunteer Director

Starting: \$13.50-\$14.00 depending on experience

Begins: February 24, 2020

Benefits: OFS Membership Card, Showcard (free movies & event guest list), discount pricing on concession and merchandise items, paid training hours, health care reimbursement plan after 6 months of employment, annual cost of living adjustment increase (COLA) when mandated.

Hours: 40 hours per week, includes afternoon to evening hours + weekends

Required Skills and Qualifications

Minimum of 1- 3 years experience working in a nonprofit, volunteer-run organization as a volunteer manager or similar position. Effective management, training skills and being familiar with how to retain, recruit, and recognize volunteers is very important to the stability of the volunteer program. Skilled at building positive working relationships and navigating through conflict/resolution with many types of personalities. Must be proficient in Macintosh programs, Photoshop (or similar design software). Experience with Wordpress, Google Docs/Drive, Better Impact, Veezi Point of Sale systems is a plus! Some lifting (30 lbs. max). A vehicle and valid driver's license is required.

Application Process: Submit your resume including three professional and three personal references along with a cover letter that answers the following questions:

1. Do you find our mission important and why?
2. Describe your experience and qualifications related to this position and how you will contribute to the success of this role.
3. Share a related successful moment or project that you were responsible for executing.
4. Why are you interested in working with volunteers? Specifically, within an arts organization?
5. What length of time commitment are you able to make?

Do not contact the OFS office or the Capitol Theater regarding the status of your application; the staff will not have this information. You will be notified if you have been selected for an interview.

Send PDF materials to Audrey Henley, Executive Director audrey@olympiafilmsociety.org

Download this application at: www.olympiafilmsociety.org/about/job-opportunities/

The Olympia Film Society is a 501(c)3 non-profit 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.

ABOUT THE OLYMPIA FILM SOCIETY

The Olympia Film Society was created in the early 80's showing movies from basements to shared spaces until landing permanent residence at the Capitol Theater, which has been in constant operation since 1924. In 2010 the OFS became sole owners and operators of this 762 seat - art deco movie and concert venue. The operation of the theater consists of a small staff, board of directors, 150 volunteers, and the support of more than 1800 OFS members and South Sound music lovers and cinephiles.

Throughout the year OFS offers the best award-winning, international, and independent films. OFS also hosts a variety of concerts and performance events, ranging from popular music to burlesque to internationally- acclaimed lecturers, celebrity guests, and multi-day film festivals.

OFS maintains high standards of participatory decision-making and promotes active volunteerism among our community to present the best in independent films, live music, and film festivals. OFS strives to educate and unite, enlisting the power of film, music, and art 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 organization.

MISSION

To present film, music, and art that engages our community, encourages volunteerism and ensures preservation of the Capitol Theater.

VISION

Expanding generations of minds one inspiring show at a time

VALUES

Preservation Before Renovation	Volunteerism	Collaboration with Cooperation
Community Involvement	Integrity	Quality Programming
Fun Atmosphere	Professionalism	Exceptional Customer Service

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Olympia Film Society - Volunteer Director

Position Summary: The Olympia Film Society Volunteer Director is dedicated to the management and engagement of our volunteers and the programs that support the front of house operations at the Capitol Theater. You play a major leadership role for hundreds of volunteers who keep the theater operating in a fun, safe and professional atmosphere. This position reports to the Executive Director.

DUTIES AND RESPONSIBILITIES

Volunteer Program Management

- Maintain the Volunteer Management System (VMS)
- Communicate to volunteers scheduling needs, policies, and updates on a regular basis; respond to questions and concerns raised by volunteers
- Oversee and develop volunteer policies, applications, position descriptions, evaluations, and operations handbooks
- Oversee the annual volunteer budget and volunteer fund
- Stay current with nonprofit industry techniques and strategies through workshops, conferences, and networking

Retention and Recognition

- Engage and promote volunteers who show dedication in the stewardship of the organization
- Hold accountable and ensure volunteers adhere to and understand policies and expectations
- Match volunteer skill sets and interests with the specific needs of the organization
- Plan and execute volunteer recognition events and parties

Recruitment, Training, and Theater Operations:

- Ensure all theater and organizational events are adequately staffed
- Build and maintain volunteer recruitment strategies to reflect the diversity of the community and the organization's membership
- Lead the orientation and training of all volunteer positions
- Represent the organization at off-site community events and recruitment activities
- Create, promote, and distribute marketing materials and maintain public listings of volunteer opportunities
- Host monthly orientation events

General Responsibilities

- Provide and create budget proposals to the Executive Director for the design and monitoring of the annual budget
- Participate in weekly staff & programming meetings
- Prepare a monthly written report to the Executive Director
- Other duties as requested

Essential Skills and Qualifications

- Minimum of 1- 3 years experience working in a nonprofit, volunteer-run organization as a volunteer coordinator or similar position.
- Effective management, training skills and being familiar with how to retain, recruit, and recognize volunteers is very important to the stability of the volunteer program.
- You must be skilled at building positive working relationships and navigating through conflict/resolution with many types of personalities.
- Must be proficient in Macintosh programs, Photoshop (or similar design software). Experience with Wordpress, Google Docs/Drive, Better Impact, Veezi Point of Sale systems is a plus!
- Some lifting (30 lbs. max).
- A vehicle and valid driver's license is required.

Time Commitment

- This position is a full-time position, 40 hours per week
- Hours of operations are afternoon to evening, including regular weekend work
- Consistent office hours required
- This position is on call for volunteers who no show/no call for shifts if no replacement can be found

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