



## Volunteer Coordinator

### Bendigo Queer Arts Festival

Bendigo Queer Arts Festival is a volunteer-run not-for-profit incorporated association that produces and enables LGBTQIA+ arts and culture events, including the annual Bendigo Pride Festival, Bendigo Queer Film Festival and Queer Country Art Exhibition.

Our goal is to bring LGBTQIA+ people and allies together, celebrate our lives and make regional Victoria more queer-friendly. We believe art and culture can unite people, expand empathy and create a more harmonious society for everyone.

Some of our committee have extensive experience in event creation and management in the arts industry. Others have passion for raising the visibility of queer people and stories in Bendigo.

We have been running BQFF for 19 years now, and the Queer Country Art Exhibition for 16. The Bendigo Pride Festival joined our fold in 2019 and we now welcome thousands to our events every year. As we grow we rely on talented, passionate volunteers to join us to make our town the most fabulous it can be.

### Volunteer Role:

To attract and co-ordinate volunteer support before and during the Festival. To maintain a register of volunteers, and roster them appropriately for duties to ensure the smooth running of the Festival. To supervise and manage volunteers under OH&S and other regulatory requirements.

### Location:

- This position will be based at various locations within the festival precincts.

Meetings held at Emporium Creative Hub on Mitchell Street, Bendigo prior to the event

Queer Country Art Exhibition – Dudley House 60 View Street Bendigo

Film season at La Trobe Visual Arts Centre 121 View Street Bendigo

Bendigo Pride Festival – various locations around Bendigo CBD

### Qualities and Skills Preferred:

- Interpersonal skills.
- Attention to detail and accurate written skills.
- High degree of organisational ability.
- Friendly, cooperative and able to use initiative.



Bendigo Queer Arts Festival 47 Myers Street BENDIGO VIC 3550 ABN: 62 442 098 012

- Ability to volunteer as part of a highly committed and vibrant team.
- Required to be flexible and innovative in their approach to varied tasks.
- Resourceful and able to think outside the box.
- Knowledge of OH&S requirements, and statutory responsibilities for volunteers.
- Ability to support and manage people.

#### **Duties:**

- Report to the BQAF Director and committee and carry out duties in relation to volunteer recruitment.
- Recruit volunteers for various roles prior to, and during the festival.
- Monitor and update volunteer roster to ensure all areas are staffed.
- Maintain a database of volunteers: containing contact details and emergency contact details.
- Follow up with volunteers after the Festival to gauge their satisfaction within the role.
- Collate feedback and suggestions from volunteers in relation to the roles.
- Prepare and distribute expressions of gratitude to the volunteers following the Festival.
- Act as emergency support if volunteers cannot perform in an assigned role.



### **Times Required:**

Estimated commitment is dependant on scope and availability:

- 1 hour per month during the off-season (July to December)
- 4 hours per month – January, February, March,
- 15 hours during festival times (usually 14 days late March, early April)

### **Other Information**

More information on the event can be found at [www.bendigoqueerfilmfestival.com.au](http://www.bendigoqueerfilmfestival.com.au) and <https://bendigopridefestival.com.au/>