

JOB OPPORTUNITY: VOLUNTEER COORDINATOR

Application Deadline: March 13, 2020

Founded in 1997, the **Toronto Reel Asian International Film Festival (Reel Asian)** is a unique showcase of contemporary Asian cinema and work by East, South and Southeast Asian artists and the Asian diaspora. As Canada's largest pan-Asian film festival, Reel Asian provides a public forum for Asian media artists and their work, and fuels the growing appreciation for Asian cinema in Canada. In addition to the annual film festival, Reel Asian organizes year-round programming and educational initiatives in partnership with local schools and arts organizations around the GTA. Reel Asian will be celebrating its 24th annual festival in November 2020.

Position Summary:

Reporting to the Operations Manager and working closely with the festival staff team, the Volunteer Coordinator will recruit, train and manage a volunteer team of 800+ individuals for both the annual festival and year-round events. This is a one-year contract.

Requirements:

The ideal candidate will have

- Computer literacy in a Mac platform
- 2-3 years experience managing volunteers
- Fluency in Asian language (a strong asset)
- Strong interpersonal and communication skills, attention to detail
- Ability to supervise and deal effectively with others
- Ability to represent Reel Asian professionally
- Ability to multi-task, work under changing conditions and tight timelines
- Takes initiative to problem solve
- Experience with scheduling
- Experience working at a film festival
- Experience working in front of house positions (an asset)
- Familiarity with AODA training (an asset)
- Experience with Volgistics software

Salary & Time Commitment:

- One year contract
- Salary commensurate with experience
- Schedule:
 - o Contract dates – April 4th 2020 – April 3rd 2021
 - o 0.5 day / week: April - June
 - o 1 day / week: July
 - o 2 days / week: Aug
 - o 3 days / week: Sept
 - o 4 days / week: Oct - Nov
 - o 1 day / week: Dec
 - o 0.5 day / week: Jan - March
 - o Some evening and weekends required
 - o Training period to take place in April as part of contract

Responsibilities:

- Manages the volunteer recruitment, registration and training for volunteers for the festival in November, as well as year-round events in Toronto and GTA
- Creates and schedule volunteers for festival shifts and year-round events using Volgistics
- Manages and maintains volunteer applications, database and hub through Volgistics
- Manages communications with volunteers, primarily through email
- Coordinates and conducts orientation and training sessions for volunteers, including individual screening interviews and theatre training
- Establishes incentive program and manages volunteer rewards and benefits
- Attends outreach and community events to expand Reel Asian's pool of volunteer candidates
- Develops appropriate training and information documents for volunteers

- Meets regularly with festival staff members to ensure all volunteer needs are met
- Attends VAACT meetings and serves on a VAACT committee. Manages Reel Asian VAACT awards
- Provides feedback on volunteer performance and identifies volunteers for leadership roles
- Maintains Reel Asian's specialty volunteer programs, coordinating with the appropriate departments
- Coordinate with marketing and industry departments to create online versions of festival surveys and coordinates the collection and input of survey data

JOB OPPORTUNITY: VOLUNTEER COORDINATOR (continued)

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Apply with CV, cover letter and 3 references to: jobs@reelasian.com or in writing to:

Attn: Hiring Committee, Volunteer Coordinator
Toronto Reel Asian International Film Festival
401 Richmond St W, Suite 448
Toronto, ON M5V 3A8

No phone calls or drop-ins please.

For more information about Reel Asian, visit www.reelasian.com.

We thank all applicants for their interest however only those selected for an interview will be contacted.