



AUSTRALIAN  
INTERNATIONAL  
DOCUMENTARY  
CONFERENCE

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## 2022 Volunteer Coordinator Position Description

Position:	Volunteer Coordinator
Term:	Fixed short term contract (15 days)
Assigned days:	Mon 31 and Tue 1 Feb 2022 <b>2 days</b> Wed 23 - Thu 10 March (including Sat 5 and Sun 6 March) <b>15 days</b> Hours: Your hours of work will be scheduled with breaks during the day as you will be required to work into the evening on selected days. Your final schedule is subject to change. There is some flexibility on when the initial 2 days are undertaken.
Reports to:	Event Manager
Direct Reports:	Volunteer Assistant
Remuneration:	\$2000 + GST (if registered) Payment will be made on presentation of one Tax Invoice for the total agreed figure at the completion of the conference
Other:	Provide own laptop and phone

### Organisational Context

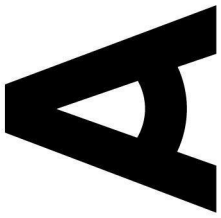
Established in 1987, AIDC is a not-for-profit organisation committed to the sustainability of documentary, factual and unscripted storytelling in all screen and digital forms.

Serving both the commercial and creative needs of the industry, AIDC organises a marketplace for documentary and factual product, showcases the work of Australian and international producers, and creates a forum to discuss content, craft, technology and future directions. Our goal is to connect creators, purveyors and viewers of nonfiction screen content in ways that promote business, inspire creativity and ignite social change. In 2022 AIDC will be held as a hybrid event; with an in-person Conference at ACMI (Australian Centre for the Moving Image) that can be accessed via an online delivery platform from Sunday 6 to Wednesday 9 March, to be followed by an international online marketplace on Thursday 10 and Friday 11 March.

### Position Summary

The Volunteer Coordinator will be reporting directly to the Event Manager, and will also work closely with the Event Team, particularly the Conference Programmer, Industry Manager and CEO / Creative Director. The Volunteer Coordinator will be supported by a Volunteer Assistant during the 4 day conference.

As with all events there will be some after hours work required, particularly during the actual conference. It is important that you take breaks during these days where you are required to be onsite for extended periods of time. It is essential that you completely understand the location of every venue used over the course of the conference, including bars and restaurants.



### **Scope of Works**

- Assist the Industry Manager, Conference Programmer and Event Manager where necessary to ensure the smooth running of the overall conference programme by assigning volunteer posts, managing and motivating the team of up to 70 volunteers
- Understand the demands and challenges of the full conference program and schedule
- Ensure each volunteer understands the location and purpose of every venue used throughout the conference
- Completely coordinate the recruitment of up to 70 Volunteers
- Selection and contracting of volunteers for specific roles
- Developing and scheduling the volunteer work roster with adequate breaks
- Together with the Programmer and Event Manager, revise the Volunteer Bible to include all position titles and duties for Volunteers
- Oversee the preparation and packing of the Delegate Bags on Friday 4 March
- Manage and distribute lunch vouchers for volunteers
- Ensure all volunteers work across the complete range of volunteer positions available
- Prepare Volunteer information packs
- Brief Volunteers and undertake Workplace Health & Safety induction with ACMI Volunteer Program Manager
- Provide appropriate support for volunteers
- Ensure that communication with volunteers is smooth and efficient
- Offer advice and information to volunteers
- Support and motivate the volunteers and adjust the schedule if needed
- All volunteer tasks not adequately completed by volunteers remain the responsibility of the Volunteer Coordinator including but not limited to water servicing and glass washing.
- Write a short report at the conclusion of the event with highlights, summary of activities, problems encountered and recommendations for improvements for the next event

### **Confidentiality**

- You are required during and after the end of this engagement not to disclose to any other person or organisation or make use of any information which is confidential to AIDC that you have had access to in the course of your engagement
- All information of a confidential nature regarding current or future business interests, methodology or affairs of AIDC and any other information which may be advised to you or developed by you during your period of employment with AIDC during the term of your engagement are regarded as confidential and the intellectual property of AIDC.

### **No Commitment**

- You agree not to make any financial or contractual commitments to any other party on behalf of AIDC nor shall you represent yourself to any party as having the authority to do so.