



## **Volunteer Coordinator Position 2016**

### **About Nightcliff Seabreeze Festival**

Nightcliff Seabreeze Festival began as, and remains, primarily a volunteer run festival. In 2005 a group of artists, small businesses and community organisations joined forces to create a community festival.

A year later the festival became an incorporated, not for profit organisation, affectionately known as NAMCI - Nightcliff Arts, Music and Culture Incorporated.

The aim of the festival has held strong in providing a local forum for all facets of the arts including visual arts, music, dance, circus, performance, spoken word, exhibitions, and workshops.

Performance platforms provide opportunities for our artists to grow and develop while encouraging cross cultural diversity and collaboration amongst our community. Staging an event such as this has been built on long standing collaborations and partnerships across the wider community.

The Nightcliff Seabreeze Festival programs a week of events, starting this year on Saturday 7<sup>th</sup> May, with the “Big Day” of music, art, dance, and culture events, across almost 2 kilometres of the Nightcliff Foreshore, attracting up to 15 thousand on this day. Discrete local community events continue for the following week, and end with the Finale Party usually held at the Beachfront Hotel.

### **Volunteer Coordinator Role**

NAMCI is looking to employ a volunteer coordinator leading up to, and for the duration of, the Nightcliff Seabreeze Festival week, and some time after. The festival is directed by NAMCI and the involvement of community groups, and is delivered by a dynamic festival team lead by an appointed festival coordinator. This is a great opportunity to be involved with a great event at the grass roots level.

The volunteer coordinator is responsible for the engaging the community and community groups to volunteer at this fabulous festival, and make sure volunteers are happy and safe. Last year the festival attracted up to 100 volunteers. Volunteers are essential for the success of the festival, to produce a free festival for the community on a relatively small budget.

The role would involve:

- working with festival team to determine volunteer requirements;
- managing a stall at Nightcliff Markets on Sundays in the lead up to the festival, between 8 – 2 pm;
- being a public face for the festival;
- registering and keeping a volunteers database;

- liaising with volunteering community groups and other stakeholders;
- keeping volunteers informed;
- being available, organised and enthusiastic to manage volunteers on the Big Day of the festival; and
- making sure volunteers are safe at work.

The volunteer coordinator would need to:

- be able to be genuinely calm, polite, determined and engaged on a busy Big Day;
- be willing and able to communicate with many varied personalities and people;
- be caring of Volunteers needs and capacities;
- have good computer skills (able to use Microsoft Office documents, and access emails); and
- be able to keep good documentation.

## **Salary and contract**

The volunteer coordinator role is **part-time**, equivalent to with varying workload, across approximately **8 weeks** i.e. more hours closer to, and during, the festival week.

The budget for this work is approximately **\$2,500** for this time, with superannuation included.

NAMCI are hoping the person appointed would be able to commence as soon as the 14<sup>th</sup> March 2016.

## **Applications**

Applications are due by C.O.B. Friday 4th March 2016.

Please submit your expression of interest for this role, outlining suitability and experience for the position, by **email** to [nightcliffseabreeze@gmail.com](mailto:nightcliffseabreeze@gmail.com) or **post** to PO Box 383, Nightcliff, NT, 0814.

Applications will be considered by the NAMCI Committee, and Festival Coordinator, and interviews held sometime the following week.

## **Enquiries**

Please direct any enquiries about the position or application process to **Alex Galeazzi (2016 Festival Coordinator)**, Email: [nightcliffseabreeze@gmail.com](mailto:nightcliffseabreeze@gmail.com) or Ph: 0452 450 810.