



## PVDFest 2018 Call for Volunteers Coordinator

**Title of Position:** PVDFest 2018 Volunteers Coordinator

**Stipend:** \$1,000.00

**Start Date:** April 15th, 2018

**End Date:** June 15th, 2018

### DESCRIPTION

PVDFest is looking for a PVDFest Volunteer Coordinator to engage volunteers prior to, and oversee volunteer operations during, PVDFest. This position requires a good deal of stamina, flexibility and diligence. It is also a great opportunity to bring together excellent management skills and a desire to work with and behalf of the residents of Providence.

The Volunteer Coordinator will join a dynamic team that creates an exhilarating community celebration filled with art and music. Before the festival, the position will require attending meetings and implementing volunteer recruitment plans (estimated at **20 hours total**) and during the festival it will require an on-site presence (rough estimate of **30 hours**).

**When is PVDFest?** PVDFest 2018 will be held on June 7<sup>th</sup> thru June 10<sup>th</sup>. Each day will have offerings for the public.

**What is PVDFest?** For the fourth year, Mayor Jorge O. Elorza, the City of Providence Department of Art, Culture + Tourism and founding creative partner FirstWorks will host PVDFest, Providence's signature art festival, June 7-10, 2018. Providence's world-renowned art, culture and culinary community join forces with artists from across the country and globe to deliver a once in a lifetime experience. Live music, dance, food, and visual art installations transform the city in a four-day, multi-arts take-over of public spaces, parks, and outdoor stages in the heart of Providence, Rhode Island. Find out more at [www.pvdfest.com](http://www.pvdfest.com)

With the fourth installment of PVDFest, AC+T aims to raise the visibility of the creative sector, create new opportunities for local artists to participate in the festival, and increase cultural participation by co-presenting high quality programming for diverse audiences.

### The Volunteers Coordinator is responsible for:

- Taking initiative, embracing flexibility and demonstrating good humor
- Attending 3-4 planning meetings between May and June, and 2-3 info sessions TBD
- Helping develop and implement a volunteer recruitment plan
- Managing volunteers and assigning them tasks during the festival
- Coordinating day-of logistics related to volunteers
- Ensuring fluid communication with festival staff
- Showing a respectful and amicable attitude towards all people involved with the festival
- Keeping an accurate record of volunteers who participated in PVDFest



- Holding open hours with volunteers before and after PVDfest
- Assisting with setup and breakdown of PVDfest
- Responding to communications before and during the event, including e-mail, telephone, etc.
- Other duties at the discretion of the Director(s), and/or Producer(s).

**Qualifications:**

- Demonstrated understanding of organizational structure and hierarchy
- Demonstrated capacity to manage complex scheduling
- Ability to work in a fast-paced, collaborative environment
- Excellent interpersonal, communication and time management skills
- Experience coordinating large groups of volunteers preferred
- Ability to interact professionally with colleagues and external partners
- Ability to learn quickly and operate effectively under pressure
- Demonstrated capacity to follow up on all tasks related to project-based work
- Acute attention to detail
- Experience working in production settings
- Bilingual fluency in English and Spanish preferred, but not required

**APPLICATION INSTRUCTIONS:** Please send a cover letter which clearly articulates your interest and qualification for the position. Place “PVDfest 2018 Volunteer Coordinator” in the subject line and send electronic submissions to Hernan Jourdan, at [hjourdan@providenceri.gov](mailto:hjourdan@providenceri.gov)  
Deadline: This position will remain open until filled.

**Thank you, we appreciate your interest**