



PVDFest 2019 Call for Volunteers Coordinator

Title of Position: PVDFest 2019 Volunteers Coordinator

Stipend: \$1,000.00

Start Date: April 22nd, 2019

End Date: June 15th, 2019

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 2019 will be held on June 6th thru June 9th. Each day will have offerings for the public.

What is PVDFest? For the fifth 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 6-9, 2019. 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

With the fifth 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 2019 Volunteer Coordinator" in the subject line and send electronic submissions to Rosalynde Vas Dias at rvasdias@providenceri.gov
Deadline: This position will remain open until filled.

Thank you, we appreciate your interest