



Volunteer Coordinator Position Description

Position:	Volunteer Coordinator
Term:	Fixed term (15 days including 2 x half days)
Assigned days:	Week of 27 January 2025 (1 day flexible) Tuesday 18 February - Thursday 6 March 2025 (including Sat 1 and Sun 2 March) 15 days (including 2 x half days Saturday 1 & Thursday 6 March)
Reports to:	Event Manager
Remuneration:	\$3,750 plus gst (if registered) + 11.5% Superannuation 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
To apply:	email a cover letter and CV to: admin@aidc.com.au applications close Sunday 8 December at 23:59 AEDT

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 2025 AIDC will be held in person at ACMI (Australian Centre for the Moving Image) in Melbourne from Sunday 2 to Wednesday 5 March, with an online international marketplace from Thursday 6 to Friday 7 March.

Position Summary

AIDC highly values our Volunteers. They make a significant contribution to the success of the conference each year and it is important they feel valued and have a positive experience.

The Volunteer Coordinator is the principal point of contact between AIDC Staff and AIDC Volunteers. You will be reporting directly to the Event Manager, and will also work closely with the AIDC Team.



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.

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 a team of up to 60 volunteers
- Understand the demands and challenges of the full conference program and schedule including all ACMI venues and external venues being utilised
- Ensure each volunteer understands the location and purpose of every venue used throughout the conference
- Completely coordinate the vetting and recruitment of up to 60 Volunteers including selection and engagement of volunteers for specific roles (AIDC will assist with the initial call out end of January)
- Develop and schedule the volunteer work roster with adequate breaks if necessary
- Together with the Event Manager, revise the Volunteer Bible to include all position titles and duties for Volunteers
- Manage and distribute lunch vouchers for volunteers where necessary
- Ensure all volunteers work across the complete range of volunteer positions available
- Prepare Volunteer information packs
- Brief Volunteers and undertake Workplace Health & Safety induction and ushering training with ACMI Volunteer Program Manager (2 x 120 minute briefings the week prior to the conference, Mon 24 & Tue 25 Feb)
- Provide appropriate support for volunteers
- Ensure that communication with volunteers is smooth and efficient and offer advice and information where necessary
- Support and motivate the volunteers and adjust the schedule if needed
- Manage the door process and checking of accreditation passes at each of the daily Happy Hour networking functions (this role is not performed by volunteers)
- 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.
- Organise a Volunteer Appreciation event during the conference (one hour evening event in Fed Square)
- Provide ACMI Volunteer Program Manager with the information required to complete required reporting on Thursday 6 March 2025
- 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.

Please direct enquiries about this role to: melanie@aidc.com.au