



Team recruitment:
LOCO London Comedy Film Festival 2019

<http://locofilmfestival.com/>

Position: Volunteer and Production Coordinator

Period of work: July 2019

Dates of Festival and training: 9th - 14th July 2019

Overview of LOCO and the LOCO London Comedy Film Festival:

The 2019 festival is now its seventh edition. LOCO was set up in 2010 as a not-for-profit foundation to support and celebrate the world's most original comedy cinema, with a view to kickstarting a new generation of comedy filmmakers. Ultimately we hope to help to build a bigger, better and more diverse British comedy film industry.

LOCO London is now the world's leading comedy film festival. LOCO's aim is to become the International kitemark for comedy film by the year 2025.

Overview of role:

The Volunteer and Production Coordinator will work into the Festival Producer, Head of Training Event and Training Events Producer. They will manage the team of volunteers working before, during and after the festival. They must have a clear understanding of the resources (number of types of volunteers) needed at all times, ensuring that there is a clear distinction between roles and responsibilities, with a coherent schedule that everyone can follow.

The Volunteer and Production Coordinator must also maintain a good dialogue with all volunteers to ensure that they are on top of volunteers' availability and any queries or concerns. As is often the case with volunteer team members, issues can crop up with people dropping out or changing their working times. At these times, it is crucial for the Volunteer and Production Coordinator to be able

to find a solution quickly and positively, ensuring that the issue does not have a detrimental effect on the smooth running of the festival.

We also expect the Volunteer and Production Coordinator to meet /speak with (eg. via Skype) volunteers before the volunteers begin working on the festival to be able to make a judgement on what skills, strengths and interests the volunteers have, in order to be able to adequately place them in correct roles, and to have a clear idea of which volunteers can step in when changes need to be made.

The Volunteer and Production Coordinator plays an important role in volunteers' experience of the festival and as a result they should come across as approachable and encouraging to those working for them.

This role will also provide an important event production support function, leading on production of festival parties and receptions with the guidance of the festival producer.

We pride ourselves on providing an exciting, fun and fulfilling festival experience for team members. We are committed to professional development and are keen to involve our senior staff in larger strategic discussions as well as the day-to-day running of the festival.

LOCO is still relatively young and we are excited for team members to help us to shape the festival moving forwards. Where possible and desired, we will work with team members on an ongoing and long-term basis.

Key roles and responsibilities:

Identifying potential festival volunteers

- To meet with the festival Director and Producer to understand the resourcing needs of the festival (before and after, as well as during) and to understand where volunteers are needed to plug these gaps.
- To mine existing and new databases/contacts in the search for potential festival volunteers.
- To identify a body of volunteers available for working on the festival, and schedule tasks and shifts for them according to their availability, skills and interests.

Planning and managing volunteer resource

- To clearly communicate the schedule, roles and responsibilities with volunteers and ensure ongoing communication
- To be the main point of contact for volunteers and to be reachable by them at all times during your tenure on the festival (within reason)
- To handle any issues and problems fast, confidently, and constructively

- To ensure clear communication with the Festival Producer in particular with regards to resourcing challenges or problems.
- To accurately and faithfully represent and communicate the festival ethos and personality to volunteers to set an example on how to be the public face of the festival.
- To liaise with event producers, BFI production team and the Festival Producer to ensure that the resourcing and management of volunteers assists the smooth running of events.

Event Production

- To support the Festival Producer to help plan and prepare for festival receptions and parties
- To take a leading role in overseeing the set-up and running of particular receptions or parties in lieu of the Festival Producer
- Elevate any serious concerns swiftly to the Festival Producer regarding any serious problems that occur during any of the festival events
- Contribute create event production solutions where necessary

Financial management and expenses

- To ensure that invoicing is done in a timely manner, retaining all receipts for reimbursable expenses.
- To encourage volunteers to submit their expenses claims in a timely manner with receipts.

Equality and Diversity Policy

- It is the company's policy not to discriminate on the grounds of gender identity, marital status, ethnicity, sexuality or disability and it is the responsibility of the Volunteer and Production Coordinator to not only adhere to this policy but to aim for a diverse bunch of volunteers wherever possible to represent the festival.
- To help ensure that LOCO volunteers behave responsibly at all times while representing the festival and do not cross any boundaries of unacceptable behavior or confidentiality, using discretion at all times when guests are attending the festival e.g. not harassing them for selfies!

Requirements

- We would like to see some experience of managing teams of people. Previous experience of volunteer coordination is a bonus but not essential.
- Ideally you will have experience or relationships with other festivals or film organisations as film exhibition events are quite nuanced and particular in their running.
- Experience of event production is desirable, specifically planning and overseeing drinks receptions and parties.

- A sense of initiative is important – you will often be left to your own devices while everyone gets on with their own tasks, and we need to know that you can be proactive and decisive, while knowing when to take a challenge or thought to the rest of the team.
- Excellent organisational and communication skills with good attention to detail.
- It is essential to be a team player, but equally you need to work well alone and able to motivate yourself.
- Flexibility with regard to working hours (there may be a requirement to work outside contracted hours including some evenings and weekends by prior arrangement and with correct additional pay).
- To approach any problems or stumbling blocks in a positive and constructive manner, behaving professionally at all times.
- Tact and discretion.
- Chemistry plays a large role in LOCO's recruitment decisions and so a face-to-face (or Skype) interview will be key and recommendation is beneficial. The LOCO team is a small and tight one, and it is important that we communicate well and have fun working together.

Terms

- **Fee: c. £1000**
- We would like the successful applicant to begin work asap to start resourcing for the prep work.
- We ask that you manage your hours however you see fit in order to fulfill the roles and responsibilities as laid out above. If you have any queries about the workload in light of the pay, then please bring these to light asap – ideally at the start so that we can re-prioritise, delegate or change the job spec. If it becomes apparent during your tenure that there are issues with time commitments etc. please do not hesitate to get in touch with us and we will find other workarounds to ensure that no-one is being over-stretched.
- During the festival and the week beforehand, the amount of communication with volunteers will intensify, please be prepared for this. The wider festival team will be able to assist where possible.
- You will be able to work remotely for the majority of your time on the festival. In the weeks approaching the festival, we often work from one space e.g. BFI Southbank. You will be welcome to join us, particularly at times when instant communication is beneficial!
- We ask that you are 'on call' (i.e. via your mobile) to answer queries for at least a week prior to the festival, during the festival itself and for a week or so after the festival. We always need more volunteers than we realize for the evaluation and data input following the festival, so we need to ensure we have considered this.
- We expect you to commit to two and a half days of preparation time before the festival
- During the festival itself, we will expect you to physically be at BFI Southbank on the following days:

8th July - ½ Day
9th July - ½ Day
10th July - ½ Day
11th July - 1 Day
12th July - 1 day
13th July - 1 day
14th July - 1 day

Added benefits:

- This is an ideal role for anyone looking to get into the world of film festivals, training or filmmaking as you will be meeting many people who could lead you to future opportunities.
 - You will have the opportunity to attend screenings for free that have spare seats at the start time.
 - Your name will be printed on the festival programme as Volunteer Coordinator
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To apply:

Please send your current cv, with a covering note stating the role you are applying for, to:

tom.harrington@locofilmfestival.com.

We will reply to your email within 3 days unless otherwise stated.

Deadline for applications: Friday 14th June

Thank you!