



## Midsumma Position Description

Position Title:	Volunteers Coordinator
Reports to:	CEO or Delegate
Direct Reports:	Volunteers
Employment Type:	Fixed-Term Contract – Sept 25 to Feb 26
Hours of Work:	Full-Time or Part Time
Location:	Midsumma Office, Melbourne CBD & Event Sites

## About Midsumma

Based in Victoria, Midsumma Festival is Australia's premier LGBTQIA+ cultural organisation, fostering communities connected by Diverse Gender and Sexuality (DGS) experiences. We celebrate and promote LGBTQIA+ arts and culture, providing platforms for connection and belonging. Our strategic focus includes intersectional communities, such as First Nations, deaf, disabled, neurodiverse, culturally and linguistically diverse, diverse families, and seniors. Midsumma works year-round to support artists and culture-makers, culminating in our annual three-week festival, featuring over 220 events across Melbourne and Victoria, engaging an audience of over 300,000.

## Job Summary

The Volunteer's Coordinator is responsible for managing all aspects of Midsumma Festival's Volunteers Program. This includes volunteer recruitment, onboarding, communication, scheduling, and on-site coordination during key events. The role collaborates closely with the Head of Production & Operations, Program Manager, and Marketing Manager to ensure volunteers are effectively engaged across the festival. Up to 500 volunteers support a range of activities and the coordinator plays a hands-on role during peak delivery periods.

## Key Accountabilities

### Volunteer Coordination

- Coordinate the recruitment, selection, onboarding, and training of volunteers
- Maintain an up-to-date database of volunteer details and assignments
- Deliver induction and briefing processes, including handbooks and role descriptions
- Host volunteer briefings and social events, including the closing party
- Create and manage volunteer rosters to ensure coverage at all festival events
- Supervise and support volunteers during events, including bump in/out where needed
- Monitor volunteer satisfaction, performance, and engagement
- Recognise volunteer contributions through tailored support and recognition initiatives

- Collaborate with the Marketing Manager on volunteer engagement in fundraising initiatives
- Develop and maintain effective administrative systems and procedures
- Actively contribute to a positive and inclusive team environment

## Other Duties

- Attend team meetings and contribute to Midsumma's positive team culture.
- Support across all Midsumma events and activities as needed.
- Comply with all internal policies and procedures.

## Personal Specifications

### Essential Skills and Experience

- Experience recruiting, training, and coordinating volunteers
- Strong communication and interpersonal skills
- Ability to lead and support diverse teams
- Experience working in festivals or large-scale events
- Confident with administrative tasks and rostering tools (e.g. Deputy)
- Well-organised, with attention to detail and time management
- Comfortable with physical work and flexible hours during events
- Committed to inclusion, particularly with LGBTQIA+ communities
- Self-motivated and a positive team player

### Personal Attributes

- Empathy and respect for diverse communities, especially LGBTQIA+.
- Collaborative and flexible approach to work.
- Alignment with Midsumma's values and mission.

## Key Events

- Midsumma Festival Launch
- Midsumma Carnival
- Midsumma Pride March
- Victoria's Pride

## Organisational Values

Midsumma champions LGBTQIA+ cultures, conversations, and events. We promote, develop, and celebrate queer arts and culture, creating platforms for shared experiences in a world where our communities are often underrepresented. We are a point of connection for people, stories, and ideas—strengthening the voices within our communities and expanding understanding among our allies. We foster inclusive, safe cultural and social spaces, embrace diversity, and amplify voices that might otherwise go unheard.

# Occupational Health & Safety Statement

Midsumma Festival is committed to providing and maintaining a safe and healthy working environment for all staff, volunteers, contractors, and visitors. This commitment reflects our organisational values and complies with relevant occupational health and safety legislation, regulations, and codes of practice.