

Onsite Staff Coordinator Job Description

Sydney Contemporary is currently looking for an experienced Onsite Staff Coordinator, with experience coordinating and managing high volumes of volunteers, interns, and liaising with a broad range of other onsite staff, to join our team during the Fair 9 – 12 September 2021 (8 Sep Collector Preview). The volunteers, interns and staff will be sourced and recruited internally, so this will not be part of the role.

The Role

- Being the first point of contact for volunteers, interns and onsite staff, and responding to all enquiries
- Appropriately match volunteers with volunteering roles
- Roster volunteers across the Fair schedule
- Training and conveying information to volunteers
- Supporting volunteers within the program in their provision of duty and task supervision of volunteers
- Administration and registration of volunteers
- Keep and manage records of volunteers' information and hours

Selection Criteria

- Availability to work from the **6 – 12 September 2021**
- Experience managing 60+ volunteers
- Ability to work independently and take ownership
- Exceptional interpersonal and relationship building skills
- Demonstrated organisational skills relevant to meeting time frames, managing people and responding to enquiries
- Ability to screen and ascertain suitability of volunteers

Desirable

- Firsthand experience with the running of a large scale multi-disciplinary event
- Keen interest in and knowledge of modern and/or contemporary art

To Apply

Please send your CV, listing 2 referees, and Cover Letter addressing the Selection Criteria to:

Debora Ferrarini

Fair Manager

debora@artfairsaustralia.com.au