

# fierce

Birmingham (UK)

## VOLUNTEER COORDINATOR JOB PACK



Fierce is seeking a Volunteer Coordinator to join the team in the run-up to the festival in October 2024, leading on all aspects of recruiting and managing volunteers for the festival.

# THE FESTIVAL



The Making of Pinocchio @ Fierce Festival 2022 (Photo: Manuel Vason)

For just one special week every two years, Fierce gathers the most exciting artists from around the world in Birmingham to share ideas and celebrate; you won't find this assembly of artists anywhere else in the UK. Traversing theatre, dance, performance art, installation, club nights, participatory projects and more, there is nothing for everyone but something for everybody.



**“A daring whirl  
of theatrical thrills.”**

- The Guardian

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# OUR WORKING CULTURE

From our programme to our working culture, we aim to be as accessible and inclusive as possible. We are committed to being an inclusive workplace where all employees feel able to be their whole selves, free of (micro)aggression.

Particularly, we highlight our commitment to anti-racism, trans rights and access for disabled people. You can read more about our work in this area and how we are holding ourselves accountable [here](#).



Fierce Festival 2019 Launch Party (Photo: Anne Marie Hayes)

We want all Fierce employees to feel comfortable and able to be themselves at work. Our working culture is built on Fierce's core values of Trust, Joy, Disruption and Rigour. As the Fierce team grows it is important to us that we maintain a caring working environment. Our working culture is fluid and all team members have agency to influence it.

Read more about our working culture [here](#).

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# OUR APPROACH TO RECRUITMENT

We are committed to making application processes as accessible as possible and are happy to provide information in alternative formats and answer any other questions you may have regarding this opportunity. We actively encourage and welcome access documents. We are available to talk to anyone who wants to discuss how Fierce's Working Culture can support you, particularly if it may make you feel more comfortable in applying to work at Fierce. To arrange this or to request alternative formats, please contact our Director (Operations), Catherine Groom: [catherine@wearefierce.org](mailto:catherine@wearefierce.org)

With this round of recruitment, we will offer interviews to all candidates who meet the basic eligibility criteria who experience racism and/or who are disabled as these are underrepresented characteristics in the Fierce team. There will be space to opt in for this on the Equal Opportunities Monitoring Form. Our interview panels will be representative of a spectrum of protected characteristics.



Dachshund UN @ Fierce Festival 2012 (Photo: Jaskirt Dhallwal and Pete Ashton.)

# ROLES & RESPONSIBILITIES

## RECRUITMENT

- Recruit a team of 50+ volunteers to work on the October 2024 Fierce Festival
- Advertise volunteer opportunities widely ensuring that applications are encouraged
- from diverse applicants.
- Build and maintain relationships with organisations, universities, and community
- groups to recruit volunteers.
- Coordinate the application and selection process for volunteers.

## TRAINING

- Develop a volunteer training and induction programme relevant to the festival, ensuring all volunteers are briefed on health and safety and access.
- Ensure volunteers have a good working knowledge of the festival programme and of Fierce and know where to find information to answer audience questions.
- Fully brief volunteers on the requirements for gathering audience data and evaluation and ensure they are equipped to do this.
- Ensure volunteers have access to relevant information including essential contacts.

## SCHEDULING & COORDINATION

- Timetable volunteers for duties throughout the festival, working with the team to ensure volunteer requirements are met for each event and venue.
- Coordinate the volunteers across throughout the festival, being flexible and adaptable to changing requirements and availability of volunteers.
- Support the volunteers throughout the festival, maintaining open communication through email and phone contact and regular check-ins.

## ADMIN

- Collate volunteer equal opportunities data to contribute to the evaluation of the
  - project.
  - Manage volunteer expenses to ensure they are reimbursed promptly.
  - Maintain and build the organisation's volunteer database.
  - Ensure that all evaluation data collected by volunteers and any Fierce resources and equipment are returned to the office following the completion of the festival.
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# WHAT WE'RE LOOKING FOR

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## ESSENTIAL

- Experience of managing people. This can be in paid or volunteer roles and does not have to be direct line management.
- Experience of working for festivals, live events or for an arts organisation.
- Understanding of best practice in health and safety.
- Understanding of best practice in terms of making venues and projects accessible.
- Ability to communicate effectively and appropriately, building good working relationships with a range of different personalities.
- Ability to problem solve and stay solution-focussed.
- Excellent organisation skills with the ability to prioritise and manage workload.
- Care deeply about audiences and making live art accessible to as many people as possible.
- An understanding of (and ideally lived experience of) the progressive politics that informs much of Fierce's work.
- Open-minded, respectful and inclusive of ideas.
- A commitment to inclusivity, anti-racism and trans rights, and care-centred approaches.

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## DESIRABLE

- Experience of managing volunteers.
  - Good relationships with a range of organisations and communities in Birmingham.
  - First Aid at Work qualification.
  - Full driving licence
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# ROLE SPECIFICS

<b>PERIOD OF WORK AND HOURS</b>	Freelance contract for 10 days delivery. The role will start in August 2024, we expect the person appointed to work 1 day/week, then full time in the week of the festival (16th – 20th October).
<b>FEE</b>	£1500 (This is a freelance role with a set fee, the person appointed will be responsible for paying their own tax and NI contributions.)
<b>RESPONSIBLE TO</b>	Director (Operations)
<b>RESPONSIBLE FOR</b>	Team of festival volunteers.
<b>LOCATION</b>	The role will be based at the Fierce office in the Jewellery Quarter with festival events taking place across the city and wider region.

# HOW TO APPLY

Please submit the following to [catherine@wearefierce.org](mailto:catherine@wearefierce.org) by 10am on Monday 1st July:

- An up-to-date CV – this can be in the form of a link to a website or LinkedIn if it saves you time.
- A covering letter of no longer than two sides of A4 or video/voice note of no longer than three minutes. We score applications against the criteria in the 'About You' section of this Job Pack, so you should use this to detail your experience and suitability for the role.
- The Equal Opportunities Monitoring Form

You must submit all three to be eligible for the role.

We will not penalise applications that are a few minutes late but please be respectful of other applicants by not submitting applications hours or even days later.

Interviews: Interviews will be held on **Wednesday 10th July** at the Fierce office in the Jewellery Quarter. We will let you know when we invite you to interview who will be on the panel and will send out copies of all interview questions in advance. We will let you know by the end of the day on **Tuesday 2nd July** if you have been invited to interview.



My Last American Dollar @ Fierce Festival 2019 (Photo: Manuel Vason)