

# GUELPH JAZZ FESTIVAL

202 – 6 Dublin Street South, Guelph, ON, N1H 4L5  
519.763.4952 [guelphjazzfestival.com](http://guelphjazzfestival.com)

## GUELPH JAZZ FESTIVAL 2022 • VOLUNTEER MANAGER • JOB POSTING: 4 MAY

<b>Job Title:</b> Volunteer Manager	
<b>Application Due Date:</b> Friday 3 June	<b>Flat Fee:</b> \$4,000 (+ hst if applicable)
<b>Contract Duration:</b> mid-June - Sept 23, 2022	<b>Status:</b> Part-time, short-term, self-employed contract
<b>Job Location:</b> Home office and Guelph Jazz Festival Office: 202-6 Dublin Street South, Guelph, ON N1H 4L5, 519-763-4952	

### Job Summary

The responsibility of the Volunteer Manager (VM) is to ensure that the volunteer requirements of the Guelph Jazz Festival (September 15-18, 2022) are met in a system that benefits both the Festival and the volunteers. The VM reports to the Artistic and General Direction (Artistic and General Director and Assistant AGD).

### Qualifications

- Excellent organisational skills; able to work within deadlines
- Proficiency in Microsoft Office programs, Google Docs, and/or other applications that the job demands
- Able to work in small, busy, non-profit office setting
- Effective communication skills and able to work with a variety of people with enthusiasm
- Takes initiative, can work independently and is self-motivated
- Previous volunteer coordination or event planning an asset
- Familiarity with the Guelph Jazz Festival history and ethos

### Responsibilities, Activities, Tasks:

- Confirm Sector Coordinators from previous year and recruit new ones as needed; maintain regular and effective communication with Managers, Sector Coordinators, and staff
- Work closely with Managers, Coordinators, and staff to fill all volunteer crews
- Ensure that all Managers and Coordinators will contact volunteers who participated in their crew last year to gauge if they are returning, and assist with the scheduling process
- Recruit new volunteers using all possible methods; all expenses must be approved by AGD
- Process, screen, and appropriately place new and returning volunteers into crews in a timely fashion
- Ensure that the Volunteer Agreement and Application are updated for 2022 and that all volunteers, new and returning, understand it, fill it in, and submit it
- Ensure the agreement and application are accessible to the public via our website
- Ensure that the volunteer data downloads properly into spreadsheet and maintain this database
- In conjunction with Managers, Coordinators, and staff, ensure that appropriate training sessions are held for volunteers, as needed
- Review volunteer rewards and, in conjunction with the AGD, devise the perks for 2022, paying special attention to comp tickets

- Create and assemble the volunteer packages and arrange for distribution to the volunteers
- Deliver the GJF Anti-Harassment / Anti-Discrimination Policy to volunteers and communicate that they must adhere to the Policy while working for the GJF
- Provide the office with a complete volunteer schedule
- Coordinate the volunteer appreciation party to be held in September and host the event
- Provide a report within the week after the Festival and attend debriefing meetings
- Oversee the Volunteer Budget
- Report regularly to and/or meet with the AGD/AAGD
- perform other duties related to Volunteers, as assigned by the AGD and/or AAGD

**Work Conditions**

The Volunteer Manager is an independent contractor, not an employee of GJF, and will work the hours needed to achieve the tasks as outlined above. The VM can work from home and/or in the GJF office and will use a personal laptop and mobile phone. (Arrangements can be made for those without one or both.) The VM will be expected to be on site and reasonably available at all times in the week leading up to and during the Festival. The VM will attend periodic staff meetings, and will report regularly to the AGD. The GJF has an Anti-Harassment / Anti-Discrimination policy to which the VM will be expected to adhere and is part of the contract.

**Additional Information:**

The Guelph Jazz Festival is an equal opportunity employer, and we encourage applications from women, Black, Indigenous and people of colour, people with disabilities, and people of diverse sexual orientations, gender identities and gender expressions. All qualified candidates are encouraged to apply.

**To Apply:**

Please email your cover letter and resume (in Word or PDF format) to [info@guelphjazzfestival.com](mailto:info@guelphjazzfestival.com) and put Volunteer Manager application in the subject line.

**Contact person:**

Scott Thomson  
 Artistic and General Director  
[info@guelphjazzfestival.com](mailto:info@guelphjazzfestival.com)

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**Organization Description:**

The Guelph Jazz Festival is an annual event that presents world-class creative improvised music. Now in its 29<sup>th</sup> year, the Festival presents music that invites listeners to hear the world anew. Based in the vibrant community of Guelph, Ontario, the Festival is one of the most provocatively enjoyable musical events in North America. We strive to make unconventional music widely accessible to a broad audience through ticketed concerts, educational initiatives, and free programming.

Guelph Jazz Festival is committed to the following core values in all its activities:

*Community*

- We actively cultivate a wide range of community partnerships.

- We encourage artistic collaboration, teamwork, and volunteerism.
- We provide access with affordable ticket prices and free events.

#### *Education*

- We deliver educational opportunities for youth.
- We engage learners of all ages.
- We inspire lively discussion.

#### *Innovation*

- We encourage bold artistic ventures.
- We commission new works.
- We embrace innovative approaches to social change.

#### *Diversity*

- We consider music within a global context
- We celebrate artistic and cultural diversity in our programs and our organisation