



## JOB SPECIFICATION

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| <b>POSITION:</b>       | <b>VOLUNTEERS COORDINATOR</b>   |
| <b>REPORTS TO:</b>     | <b>CHIEF EXECUTIVE OR DELEGATE</b>  |
| <b>DIRECT REPORTS:</b> | <b>VOLUNTEERS</b>   |
| <b>LOCATION:</b>       | <b>MIDSUMMA FESTIVAL OFFICE / EVENT SITES</b>   |
| <b>POSITION TYPE:</b>  | <b>FULL-TIME FIXED-TERM CONTRACT</b> September 2026 to mid-February 2027 (approx. 23 Weeks) |
| <b>RENUMERATION:</b>   | <b>\$70,000–\$75,000</b> per annum (pro rata), plus 12% superannuation.                     |

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### About Midsumma

Midsumma is Melbourne's annual LGBTQIA+ arts and cultural festival, running over three weeks from mid-January to February. It showcases queer artists and communities across visual arts, performance, music, theatre, and public events.

### Role Overview

The Volunteer Coordinator manages all aspects of the Midsumma Volunteers Program, engaging up to 500 volunteers annually. This includes recruitment, induction, scheduling, onsite supervision, and post-event evaluation. The role supports festival delivery across multiple departments and is crucial during key events: Midsumma Carnival, Pride March, and Victoria's Pride Street Party.

### Key Responsibilities

- Recruit, induct, and schedule volunteers for festival and office roles.
- Coordinate training, briefings, and volunteer engagement events.
- Maintain up-to-date volunteer databases and CRM systems.
- Liaise with the Production, Marketing, and Program Managers to determine volunteer needs and logistics.
- Supervise and support volunteers during bump-in, events, and bump-out.
- Ensure all volunteers adhere to Midsumma policies and understand their responsibilities.
- Monitor performance, satisfaction, and attendance of volunteers.
- Support general administration, correspondence, and reporting duties.
- Ensure WHS compliance across volunteer operations.
- Provide post-festival debrief and reporting with recommendations for improvement.

## Skills & Attributes

- Excellent interpersonal, written, and verbal communication skills.
- Strong organisational and people management skills.
- Experience in volunteer coordination, event management or festival operations.
- Ability to manage multiple tasks under pressure and tight deadlines.
- Confident using Microsoft Office, CRM systems, and rostering tools (e.g. Deputy).
- Team-oriented, self-motivated, and committed to inclusivity.
- Capacity to work long hours during peak festival periods.
- Understanding of LGBTQIA+ communities and not-for-profit environments.

## Work Environment

You will be a key member of a small, dedicated team delivering one of Melbourne's most inclusive and high-profile festivals. The role involves hands-on event work, stakeholder engagement, and fostering a positive, respectful culture among staff and volunteers.

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| <b>Employment Conditions:</b> | <ul style="list-style-type: none"><li>• Fixed-term contract for approximately 23 weeks.</li><li>• Salary of <b>\$70,000–\$75,000 per annum (pro rata)</b>, plus 12% superannuation.</li><li>• The role requires flexibility to work evenings and weekends during the festival delivery period, as well as for selected lead-up events and functions. These requirements are reflected in the remuneration.</li></ul> |
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## HOW TO APPLY:

**Applications close:** Friday 17 July 2026

**Festival Dates:** Sunday 17 January to Sunday 7 February 2027

Please submit your CV and a cover letter detailing your relevant experience, addressing the position's key criteria, and why you're excited about this role to: [applications@midsumma.org.au](mailto:applications@midsumma.org.au)

- Email Subject "**Volunteers Coordinator**"

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Midsumma is an equal Opportunity Employer who values diversity in the workplace. As such we encourage and support applications from people from diverse backgrounds.

## OH&S Statement

Midsumma Festival is committed to providing and maintaining a safe and healthy working environment for all staff, volunteers, contractors and visitors. This commitment is in accordance with the organisations values and the requirements of the various occupational health and safety Acts, associated regulations and codes of practice.