

## **EMPLOYMENT OPPORTUNITIES**

**POSITION:** Festival Volunteer Coordinator      **TERM:** March 19, 2012 - May 25, 2012  
**PAY:** \$1,400.00 stipend (Half-time, Full-time during Festival Week, exempt, temporary, no benefits)

### **JOB DESCRIPTION:**

The Festival Volunteer Coordinator will recruit and manage all volunteers for the 28th annual Los Angeles Asian Pacific Film Festival, May 10 through May 20, 2012. The Volunteer Coordinator will interface with Festival seasonal staff and Visual Communications staff to recruit volunteers for the 2012 Festival, and will interface with the Festival Program Coordinator, Special Events Coordinator and other key personnel to coordinate volunteers and logistical support. The Festival Volunteer Coordinator will report to the Executive Producer and Festival Director.

### **DUTIES AND RESPONSIBILITIES:**

- Recruiting volunteers; doing outreach to colleges/universities, Asian American social service organizations and other volunteer recruitment avenues.
- Creating and maintaining volunteer schedule; tracking volunteer hours; maintaining effective communication with all volunteers via email, phone, and social networking sites
- Supervising volunteer shifts during the festival; working closely with various festival departments to assign volunteer shifts (box office/ticketing, special events, marketing & sponsorship, guest services, etc.)
- Organizing all meals and ticket rewards for volunteers
- Writing thank you's for all volunteers post-Festival and entering all volunteer related contact information into the database
- Working with Development Director to coordinate Festival Wrap Party for all Festival volunteers

### **QUALIFICATIONS:**

- Excellent written and verbal communication skills
- Attention to detail; strong organizational skills
- Ability to work independently and multi-task
- Must have experience in event planning and/or volunteer coordination
- Must have the ability to multi-task and think on your feet in a fast-paced environment
- Proficiency with Macintosh-based programs: Microsoft Word and Excel, Filemaker Pro, e-mail clients, and social networking sites
- Ability to work with (and learn from) diverse ethnic communities and individual personalities
- Possess a valid California driver's license and automobile insurance

### **TO APPLY:**

Please send a resume and cover letter by **February 10, 2012** (RECEIPT Date) to:

**Shinae Yoon, Executive Director, VISUAL COMMUNICATIONS**

**120 Judge John Aiso St., Basement Level, Los Angeles, CA 90012** or via email to **shinae@vconline.org**. No phone calls, please.

### **ABOUT VISUAL COMMUNICATIONS**

Founded in 1970, Visual Communications is a full-service media arts center dedicated to the honest and accurate portrayals of Asian Pacific American peoples, communities and heritage through the media arts. Our mission is to promote intercultural understanding through the creation, presentation, preservation and support of media works by and about Asian Pacific Americans. Visual Communications is the presenter of The Los Angeles Asian Pacific Film Festival, Southern California's premier showcase for Asian Pacific American and Asian international cinema. Visual Communications is an equal opportunity employer.

