



ABOUT IBERODOCS

IberoDocs is the first showcase of Ibero-American culture in Scotland focused on documentary films by Spanish, Portuguese, and Latin-American filmmakers. Ibero-America refers to a geographic area that includes Latin American countries as well as Spain and Portugal.

The term Ibero-America, which is broadly used in these countries, has been chosen because it most accurately encapsulates the focus of this project: A new and exciting festival focused on documentary films and cultural manifestations from Portuguese and Spanish speaking countries. IberoDocs brings to Edinburgh and Scotland the most significant productions from Ibero-American culture in a festival that will be as distinctive as it is unique.

Job title: **VOLUNTEER COORDINATOR + TICKETING**

- Commitment required: 16-20 hours per week - Internship
- Duties and responsibilities:
 - Coordinate and manage the volunteers' team during the events
 - Scheduling volunteers' shifts according screenings and other events in different locations
 - Establishing communication channels with the team of volunteers (WhatsApp, Facebook, email, etc.)
 - Creation of Eventbrite for every event
 - Coordinate ticketing: Keep an accurate record of audience, complimentary tickets and concessions (Sponsors, guests, team)
 - Send daily ticket request to Filmhouse by email every morning: complimentary tickets and concessions for each screening
 - Being Filmhouse point of contact during the festival (responsible for the storage keys)
 - Responsible of keeping Filmhouse FOH area tidy during the festival, requesting a table to display promotional material, donations, guest list, feedback forms, etc.
 - Managing feedback forms distribution and collection
 - Organisation of events prior and during the festival: Opening night, parties, special screenings, workshops, closing event, etc.
 - Create events database and running orders
 - Liaise with potential venues and sponsors
 - Be familiar with the venues (Screens, bar facilities, emergency exits, toilets, etc) and ensure that the venues are neatly arranged and fully stocked with posters, flyers, programmes, etc. and clear for the next day
 - Check tickets at the door and count the number of attendees during the event
 - Preparation of plans encompassing all operational dimensions of the festival, such as site set-up and breakdown, security, health & safety and risk management
 - Meet and greet customers efficiently and politely, providing advice and guidance to customers about the festival's activities
 - Compile and collate returns on Box Office takings to the Festival Director keeping an accurate record of all cash takings
 - Cash-up for box office counter activities ensuring accuracy at all times
 - During events taking care of guests, musicians, photographers and sponsors to ensure they have all they need (catering, comp drinks, etc)
- Responsible for production account on 1&1: Answer emails, update info to relevant team, etc
- Reporting to: Festival Director
- Deadline for application is March 8th. To apply, please send your CV and a cover letter to: media@iberodocs.org (Serena Scateni).