

Our volunteers are the heartbeat of **Queer Wave: The Cyprus LGBTQIA+ Film Festival**, and we are looking for an empathetic, highly organised, and proactive Volunteer Coordinator to support them. You will manage the entire lifecycle of the volunteer programme: from launching the open call and onboarding selected candidates to managing complex labour schedules on the ground. You will ensure that vital festival operations (including ticketing, bar service, merchandise sales, physical marketing, and production support) are adequately supported by an energetic, well-supported, and enthusiastic team.

Key Responsibilities

Recruitment & Onboarding: Manage the volunteer open call process, review applications, and lead onboarding or training sessions to align volunteers with Queer Wave's logistics and safe-space protocols.

Labour & Shift Arrangement: Build and manage comprehensive schedules, assigning volunteers to specific tasks based on availability and interest.

Key areas include:

- **Front of House:** Checking tickets and assisting box office staff.
- **Commercial Operations:** Bar shifts and merchandise sales.
- **Marketing & Outreach:** Coordinating poster and flyer dissemination in good time before the festival opening night.
- **Logistics:** General production assistance - e.g. helping the Production, Guest, Hospitality and Spatial Design teams.

On-Site Floor Management: Serve as the main point of contact for volunteers during the festival, tracking attendance, handling shift handovers, and troubleshooting gaps or scheduling conflicts in real-time.

Community Care: Foster a positive, inclusive, and rewarding environment for the team, ensuring volunteers have adequate breaks, refreshments, and an overall great festival experience.

Financial Administration: Budget and track expenses for the volunteer team. Take responsibility for keeping precise receipts on file for all volunteer-related payments and handing over a tidy accounts summary to Festival Accounts at the conclusion of the festival.

Expected Timeline & Pace

- **Pre-Festival (August – Early September):** Launching the volunteer open call, reviewing applications, coordinating team selections, leading onboarding / safe-space training sessions, and distributing posters.
- **Festival Period (18–27 September 2026):** On-the-ground execution. The festival environment is vibrant, fast-paced, and can become hectic. Expect an irregular schedule where some days are shorter and others demand longer hours (including late nights). High flexibility and stamina are required to support the floor team through peak shifts.
- **Post-Festival (Late September – Early October):** Wrapping up administrative tasks, reconciling the budget for the final financial handover, and coordinating the volunteer thank-you dinner to celebrate the team's hard work.

Requirements

- Proven experience leading, coordinating, or organising groups of people (even if in a non-festival or informal context).
- Excellent skills in organisation and logistics, with adequate proficiency in using spreadsheets or scheduling software to arrange labour.
- Strong written communication skills and comfort utilising mobile messaging platforms (e.g. WhatsApp) to keep the team informed, aligned, and connected.
- Strong interpersonal and conflict-resolution skills: the ability to stay calm, supportive, and solution-oriented under pressure in a fast-changing environment.
- Basic financial know-how for managing a small budget and keeping neat expense records and summary for Festival Accounts and Festival Director.
- Deep alignment with queer community values and a commitment to maintaining a safe, accessible, and emotionally supportive environment for all team members.

If you do not meet every single requirement listed above but are confident you have the energy, stamina, and drive to thrive in this role, we still highly encourage you to apply.

Remuneration & Commitment

- **Contract Type:** Short-term freelance project-based collaboration.
- **Remuneration:** €800 minimum, dependent on previous experience

How to Apply

Please complete our [online application form](#).

As part of the form, you will be asked to upload your CV and briefly outline your relevant experience.

- **Application Deadline:** Wednesday 08 July 2026 at 23:59 EEST.
- **Interviews:** Online interviews are anticipated to take place between 15 and 24 July 2026.