



## **We are looking for a Freelance Volunteer Coordinator!**

### **Part-time (15 days in total)**

We are currently seeking a talented and motivated Freelance Marketing and Promotion Manager to join our team at the Amsterdam Spanish Film Festival (ASFF) and help us make our 2024 edition between **the 11th and the 21st of November** into a great success. This is a paid position, offering flexible working hours, starting in February. This role provides a unique opportunity to utilise your hospitality skills while working alongside a dedicated, small team. It is a learning position that offers room for growth and the chance to gain experience and contacts within the Dutch cultural industry.

#### **Who are we?**

The Amsterdam Spanish Film Festival is a one-of-a-kind film exhibition initiative that aims to introduce and engage audiences in Amsterdam and beyond with a thoughtfully curated selection of films from Spain and Spanish-speaking Latin America. ASFF, organised by Sin Fin Cinema, serves as a platform for showcasing Spanish cinema trends while also celebrating independent, artistic, and experimental Spanish films.

At ASFF, we strive to provide our visitors with a unique and immersive experience. In addition to screening exceptional films, we foster discussions, invite Spanish filmmakers to our festival, and enhance the cultural value by offering Spanish drinks and tapas.

#### **What will you do?**

As a Freelance Volunteer Coordinator, your primary responsibilities will include:

- **Volunteer Management:** Recruit and coordinate volunteers for various festival roles, including event support, guest assistance, and more.
- **Schedule Coordination:** Create and manage volunteer schedules, ensuring appropriate coverage for all festival events and activities.
- **Orientation and Training:** Provide orientation and training to volunteers to ensure they are well-prepared for their roles.
- **Communication:** Serve as the primary point of contact for volunteers, addressing inquiries and providing guidance.
- **Team Coordination:** Coordinate the team of volunteers present at the festival events.

### **What do you bring to the table?**

- A great dosis of love and passion for Spanish cinema
- Strong organizational and coordination abilities.
- Excellent communication and interpersonal skills.
- The ability to lead and motivate volunteers effectively.
- Willingness to adapt to changing needs and work collaboratively within a dynamic team.
- Flexibility in scheduling is essential, especially during the festival.
- You speak English and Spanish, speaking Dutch is a strong pre.
- You are available for a minimum of 16 days between February and April 2023, counting on an increased workload and full availability during our festival between the 11th and the 21st of April.

### **What do we have to offer?**

- Flexible working hours, mostly working from home.
- Valuable learning experience and room for growth in the cinema and events industry.
- Collaboration with a dynamic team of professionals passionate about Spanish cinema.
- Opportunity to expand your network within the margins of a unique film festival.

### **Would you like to apply?**

Please, send us your CV/Resume and letter of interest to [coordinator@sinfincinema.com](mailto:coordinator@sinfincinema.com)

We look forward to receiving your application and welcoming you to the ASFF team!