



## ALLIANCE for CALIFORNIA TRADITIONAL ARTS

### JOB DESCRIPTION

Job Title: **Volunteer Coordinator**  
Reports To: Executive Director  
Status: Part-Time, Temporary  
Location: ACTA Fresno Office; on-site at the Festival (October 2-4, 2026)  
Pay Range: \$30-\$35 per hour, depending on experience  
Schedule: August-October 2026; hours vary based on festival planning and operational needs.

### THE ORGANIZATION

The Alliance for California Traditional Arts (ACTA) supports the health, vibrancy, and evolution of the State's diverse cultural traditions through advocacy, public programs, grantmaking, and connections for folk and traditional artists. ACTA was founded in 1997 by an alliance of traditional artists, cultural workers, and arts administrators and has become nationally recognized for its cultural equity leadership, intellectual capital, and excellence in program administration. Over the past 28 years, ACTA has grown into a \$5+ million, statewide organization headquartered in Fresno, with field offices in Los Angeles and San Francisco, and remote staff located in various parts of the state.

### JOB SUMMARY

The Festival Volunteer Coordinator is responsible for planning, developing, and managing all aspects of the volunteer program for the Great Valley Gathering Folklife Festival (October 2–4, 2026). Working closely with festival leadership, this position recruits, trains, schedules, and supervises volunteers who support festival operations across performance venues, cultural demonstration areas, guest services, artist hospitality, information booths, accessibility services, and other festival activities. The coordinator creates a welcoming and organized volunteer experience while helping provide adequate staffing across all festival functions.

This position serves as the primary point of contact for volunteers before, during, and after the festival, coordinating volunteer communications, orientations, assignments, recognition, and ongoing support. The Festival Volunteer Coordinator works collaboratively with staff, area coordinators, and production teams to anticipate staffing needs, resolve scheduling challenges, and respond to changing operational priorities throughout the event. Success in this role requires exceptional organizational skills, strong interpersonal and leadership abilities, and the capacity to manage multiple priorities in a dynamic festival environment while fostering a positive, inclusive, and service-oriented volunteer culture.

### PROGRAM FOCUS

This role is dedicated to supporting the successful planning and execution of ACTA's inaugural folklife festival in Fresno. The position works across internal teams, contractors, and partners to align production planning with programmatic goals, site conditions, and community engagement

priorities. The Volunteer Coordinator contributes to supporting a cohesive and well-coordinated festival environment.

#### **JOB DUTIES**

- Develop and implement a volunteer recruitment and retention plan through community organizations, educational institutions, businesses, cultural organizations, and public outreach.
- Manage volunteer registration, applications, records, and the volunteer database, including contact information, availability, skills, language abilities, and assigned roles.
- Coordinate volunteer staffing needs with festival leadership and area coordinators, matching volunteers to assignments based on operational needs, experience, interests, and availability.
- Develop volunteer schedules and shift assignments for all festival activities.
- Prepare volunteer communications and conduct volunteer orientation and training sessions prior to the festival.
- Prepare volunteer materials, including handbooks, credentials, T-shirts, maps, and other resources.
- Manage Volunteer Headquarters, supervise volunteers, and coordinate volunteer check-in, check-out, scheduling adjustments, and ongoing support throughout the festival.
- Collaborate with festival leadership and area coordinators to address staffing priorities and operational needs.
- Coordinate volunteer meals, breaks, hospitality, recognition, and post-event appreciation, evaluations, reporting, and recommendations for future festivals.
- Perform other related duties as assigned.

#### **SKILLS, QUALIFICATIONS, ATTRIBUTES NEEDED**

- Relevant experience in volunteer coordination, event management, nonprofit administration, community engagement, hospitality, or a related field, including recruiting, training, scheduling, and supervising volunteers or teams.
- Excellent communication, organizational, and project management skills with strong attention to detail.
- Familiarity with community-based arts, cultural festivals, or public programs and experience working with diverse communities and cultural practitioners are preferred.
- Ability to manage multiple priorities and adapt quickly in a fast-paced environment.
- Proficiency with Microsoft Office Suite and Google Workspace,
- Experience with volunteer management or event registration software is preferred.
- Commitment to equity, accessibility, inclusion, and respectful engagement with culturally diverse communities.
- Ability to work evenings, weekends, and extended hours during festival planning and operations, including standing and walking for extended periods, working outdoors in varying weather conditions, and lifting or moving materials weighing up to 25 pounds with or without reasonable accommodation.
- Bilingual proficiency in English and Spanish is highly desirable.
- Valid California driver's license, reliable transportation, and the ability to travel as needed for festival planning and operations are preferred.

**TIME COMMITMENT**

August: Approximately 30-35 hours per week

September–October: Approximately 40 hours per week

On-site presence required for the full duration of the festival, including key production days

**PAY**

The compensation for this position will be dependent on experience. ACTA's pay rates are benchmarked to *Fair Pay California Nonprofits*. ACTA's pay range for this position is \$30-35/hour, depending on experience.

**TO APPLY**

Please submit the following application materials to [jobs@actaonline.org](mailto:jobs@actaonline.org) with the subject line "Volunteer Coordinator":

- Cover letter describing your interest and relevant experience
- Current resume
- Three professional references, including each reference's name, title, organization, contact information, and relationship to you

**APPLICATION DEADLINE**

This position is open until filled. Applications will be reviewed on a rolling basis. The preferred start date is August 3, 2026.

**EQUAL EMPLOYMENT OPPORTUNITY**

ACTA is fully committed to Equal Employment Opportunity and to attracting, retaining, developing, and promoting the most qualified employees without regard to their race, gender, color, religion, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, or any other characteristic prohibited by state or local law. We are dedicated to providing a work environment free from discrimination and harassment, and where employees are treated with respect and dignity.

**Updated: July 20, 2026**