2015 VOLUNTEER APPLICATION

FLICKERS: Rhode Island International Film Festival

83 Park Street • Providence, Rhode Island 02903
Tel/Fax: 401-861-4445 • 401-490-6735 • info@film-festival.org

Name: _____

Address: _____

City/State/Zip: _____

Phone Day: _____ Phone Evening: _____

E-mail: _____

Volunteer Preference: To give us a better idea of your interest, please list in order of preference the volunteer positions you would like to serve. These are not binding.

1. _____ 2. _____ 3. _____

NOTE: RIIFF REQUESTS YOU VOLUNTEER FOR A MINIMUM OF THREE (3) SHIFTS DURING THE FESTIVAL: AUGUST 4-9th, 2015.

Festival volunteers must attend orientation where you will be given a volunteer booklet, an explanation of events, and sign up sheets with dates and times for all events. Dates and details regarding the orientation to follow. For additional information about the festival please visit our website, www.film-festival.org. Please fill out the application and return it by email to:

info@film-festival.org

Or by mail to:

FLICKERS: RHODE ISLAND INTERNATIONAL FILM FESTIVAL
83 Park Street, Suite 5
Providence, RI 02903

VOLUNTEER PACKAGE

- Volunteer Credential—valid entire week
- Volunteer Thank-You Reception on August 9th, 2015

For additional information on Rhode Island's International Film Festival please call **401-861-4445.**

PLEASE RETURN APPLICATION TO THE ADDRESS ABOVE. THANKS!

JOIN OUR TEAM AND BE A PART OF THIS YEAR'S **RHODE ISLAND INTERNATIONAL FILM FESTIVAL!** WORK AND LEARN WITH SOME OF RHODE ISLAND'S BRIGHTEST STARS IN THE FILM INDUSTRY.

The film industry is more than just actors and actresses. There are a variety of skills needed to make this festival a success. Volunteers are needed in the following areas:

• **Administrative Staff:** Word processing, respond to inquiries and mailings, record keeping, general office tasks.

• **Event Organization and Hospitality:** Assist in planning and executing all aspects of opening galas, special events an award shows. Serve as liaison to VIPs, sponsors, caterers, and events staff. Door check-in and crowd control.

• **Operations:** Assist operations managers with overall coordination of the following committees —

> **Box Office, House Manager, Ushers:** Liaison with venue owner; ticket collection, seating, general festival information for patrons.
>
> **Film Curating and Transportation:** catalog films, transportation to venues, film returns.
>
> **Technical:** projection, equipment maintenance.

• **Public Relations/Marketing:** Assist Managing Director. Liaison with domestic and international media outlets. Coordination of press events and materials. Collect collateral press on Festival to assist participating filmmakers. Maintain clippings book.

• **Volunteer Team Leaders:** Serve as a group leader for the areas mentioned above. Must have good organizational skills and be a "people" person. Maintain volunteer database, mailings and telephone follow-ups.

• **Publications and Information:** Assist Program book designer. Development, writing, editing, and desktop publishing skills to create film programs, informational handouts for public, visiting filmmaker materials and other promotions.

Please contact:

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