

Rhode Island International Film Festival

P.O. Box 162 • Newport, Rhode Island 02840
Tel/Fax: 401/861-4445 • 401/490-6735 • philc@film-festival.org

2007 VOLUNTEER APPLICATION

Name: _____

Address: _____

City/State/Zip: _____

Phone Day: _____ Phone Evening: _____

E-mail: _____

To volunteer please check off your area of interest:

- _____ Administrative Staff
- _____ Event Organization and Hospitality
- _____ Operations
 - _____ Box Office, House Manager, Usher
 - _____ Film Curating and Transportation
 - _____ Technical
- _____ Public Relations/Marketing
- _____ Volunteer Team Leaders
- _____ Accounting/Finance
- _____ Publications and Information

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NOTE: RIIFF REQUESTS YOU VOLUNTEER FOR A MINIMUM OF TWO (2) SHIFTS DURING THE FESTIVAL, AUGUST 7-12TH

I commit to volunteer for a total # of _____ shifts during RIIFF 2007.

All volunteers must attend one these mandatory meetings where you will be given a volunteer booklet, a brief explanation of events, and sign up sheets with dates and times for all events.

July 11, Wednesday

July 18, Wednesday

July 25, Wednesday

ALL VOLUNTEERS WHO ARE REGISTERED WITH RIIFF BY JULY 21ST MUST ATTEND THE MANDATORY VOLUNTEER TRAINING MEETING ON WEDNESDAY, JULY 25TH TO GET THEIR VOLUNTEER PACKAGE COMPLIMENTS OF THE FESTIVAL.

ALL MEETINGS LOCATIONS ARE TO BE ANNOUNCED

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VOLUNTEER PACKAGE

- One Cinema RI Membership
- Volunteer Credential—valid entire week
- Volunteer Parking pass—provided for scheduled work days
- Volunteer Party—is the Closing Gala in August

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

PLEASE RETURN APPLICATION TO THE ADDRESS ABOVE. THANKS!



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

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 and 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:

THE RHODE ISLAND INTERNATIONAL FILM FESTIVAL

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