

# 2011 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: \_\_\_\_\_

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**NOTE: RIIFF REQUESTS YOU VOLUNTEER FOR A MINIMUM OF THREE (3) SHIFTS DURING THE FESTIVAL: AUGUST 9-14<sup>th</sup>, 2011.**

Festival volunteers must attend the orientation session where you will be given a volunteer booklet, an explanation of events, and sign up sheets with dates and times for all events.

Wednesday, July 20<sup>th</sup> at 5:30pm

**The Vets**

1 Avenue of the Arts  
Providence, RI 02903

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**VOLUNTEER PACKAGE**

- Volunteer Credential—valid entire week
- Volunteer Thank-You Reception on August 14<sup>th</sup>, 2011

For additional information 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:**

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