

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: _____

NOTE: RIIFF REQUESTS YOU VOLUNTEER FOR A MINIMUM OF THREE (3) SHIFTS DURING THE FESTIVAL: AUGUST 9-14th, 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 20th at 5:30pm

The Vets

1 Avenue of the Arts
Providence, RI 02903

VOLUNTEER PACKAGE

- Volunteer Credential—valid entire week
- Volunteer Thank-You Reception on August 14th, 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:

FLICKERS: RHODE ISLAND INTERNATIONAL FILM FESTIVAL

83 Park Street, Suite 1 • Providence, RI 02903 • 401-861-4445

info@film-festival.org • www.film-festival.org