

# Virginia Film Festival

## Volunteer Role Descriptions

### DRIVERS

Drivers are needed to provide rides for VIP Festival guests to and from the airport, their hotel, and various Festival venues during their stay in Charlottesville. All drivers must have a valid driver's license, agree to a DMV and criminal background check, complete an online form to initiate the required background checks, be familiar with the local area, and be at least 25 years old.

### EVENT SET-UP & BREAKDOWN

Throughout the Festival, the VFF holds several large and smaller events that will require volunteers to assist with set-up and breakdown. Volunteers must be able to lift 20lbs.

### AUTISM THEATRE PROJECT MATINEE

The Virginia Film Festival is partnering with the Autism Theatre Project to offer a free, sensory-friendly screening during the Festival in Culbreth Theater. We are looking for volunteers to support the VFF and ATP staff in welcoming families and assisting with seating.

### FAMILY DAY STAFF

Part of our Outreach & Education Program and held on the Saturday of the Festival on UVA Arts Grounds, Family Day is an annual, local highlight that features family-friendly screenings, interactive arts workshops led by UVA and local arts professionals, and screenings of films made by as many as 600 local students in the VFF's Young Filmmakers Academy. All Family Day events are free and open to the public. Volunteer roles include:

**Interactive Arts Festival Lead Volunteers:** work outside to oversee a team of volunteers that help set up and run interactive craft stations for attending children and families, count attendance every 30 minutes, and disassemble stations at the end. Interest in actively interacting with families is important!

**Interactive Arts Festival Craft Tables (outdoors)** volunteers work outside to set up and run interactive craft stations for attending children and families, count attendance every 30 minutes, and disassemble stations at the end. Interest in actively interacting with families is important!

**Arts Grounds Greeters (outside)** work outside to welcome attendees to Arts Grounds, distribute maps and stickers, direct attendees to venues, and engage attendees in the activities of Family Day. These volunteers are the first to greet attendees and establish an energetic and enthusiastic atmosphere at Family Day.

**Arts Workshop Check-In Table** volunteers work inside the UVA Drama Building to check-in and check-out children and families who have pre-registered for the Arts Workshops held throughout Family Day. They will also distribute relevant information to participating families and children when necessary.

**YFA Greeters (outside)** work outside to welcome and congratulate participants, direct attendees to the correct room, answer questions about YFA schedules, and encourage and engage guests to enjoy other Family Day activities. Celebratory spirit and enthusiasm needed!

**YFA Auditorium Greeters** work inside to welcome and congratulate screening participants and their families, distribute programs, and count and record attendance. This role is akin to welcoming a guest to your home!

**YFA Red Carpet Photographers** (paparazzi!) engage youth and families to encourage them to strike Hollywood poses at the step and repeat banner, take photos of participants, and provide select photos to VFF for our photo archive. Photographers should bring their own camera or arrange in advance for VFF to provide one.

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### **OFFICE SUPPORT**

Volunteers are needed in the weeks leading up to the Festival to help in the VFF Office to prepare materials that will be used at venues and events during the Festival. Help with merchandise sorting, ticket stub scanning, and making Festival badges is also needed.

### **PARTY STAFF**

Volunteers are needed to help with our two large events: the Opening Night Gala and the Late Night Wrap Party. All volunteers must be at least 21 years old. Volunteers will check guest tickets and assist Party Managers.

### **PUBLICITY AND PHOTOGRAPHY**

Volunteers are needed to assist VFF Staff with publicity efforts, including hanging posters, handing out flyers, chalking, working information tables at VFF events, etc. Photographers will be asked to help document and capture various VFF events.

### **SCREENING VENUE USHER**

Ushers are needed for assisting with screenings and events at various venues throughout the Festival weekend. Volunteers will tear or scan tickets, greet attendees and participating guests, assist with crowd control, and guide attendees to their screening location.

### **VENUE and PARTY MANAGER**

Venue and Party Managers run the day to day organization of each of our screening venues and major special events, including overseeing ushers, liaising with venue technical staff and industry guests, greeting patrons, and acting as the main on-site VFF contact at each film screening and event.

### **VIRTUAL REALITY LAB**

We need volunteers to help us set up and breakdown the lab (consisting of individual VR stations with computers and headsets) as well as run the lab alongside professional VR-trained staff. Volunteers should be comfortable with using a laptop running Windows operating system, or be willing to use it. They should also be comfortable when interacting with and helping people don the HMD (Head-Mounted Display).