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

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 much more. All Family Day events are free and open to the public. Volunteer roles include:

Interactive Arts Festival Managers (outdoors/indoors) 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 dissemble stations at the end. Interest in actively engaging 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 dissemble stations at the end. Interest in actively engaging with families is important!

Arts Grounds Greeters (outdoors) work outside to welcome attendees to UVA 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 (indoors) volunteers work inside the UVA Drama Building to check-in and checkout children and groups who have pre-registered for the Arts Workshops held throughout Family Day. Volunteers will also guide groups to their classroom location and distribute relevant information to participants when necessary.

OFFICE SUPPORT
Volunteers are needed in the weeks leading up to the Festival to help in the VAFF 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.

PANEL DISCUSSION VOLUNTEER
Volunteers will help greet patrons and guests, support transitions between panels, monitor attendance, and work with moderators and house managers to run Q&As when needed.

PARTY STAFF
Volunteers are needed to help with our two large special 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
Volunteers are needed to assist VAFF Staff with publicity efforts, including hanging posters, handing out flyers, chalking, working information tables at VAFF events, etc.

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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 & 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 VAFF 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).