

Virginia Film Festival

Volunteer Role Descriptions

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.

OFFICE SUPPORT

Volunteers are needed in the weeks leading up to and after the Festival to help in the VAFF Office to prepare materials that will be used at venues and events during the Festival like making Festival badges, and ticket stub scanning after the Festival.

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.

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.

DRIVERS

For 2023, we are moving to hire our Festival drivers rather than fill these positions through our volunteer program. If you are interested in learning more and applying, please visit our [Job Openings page](#).