

Virginia Film Festival

Volunteer Role Descriptions

OFFICE SUPPORT (PRE & POST-FESTIVAL)

Volunteers are needed leading up to and after the festival to help in the VAFF staff to prepare materials that will be used at venues and events during the Festival and breakdown materials used post-Festival. *Physical demands for these positions can vary, with some requiring standing, walking, and moving supplies and others being mostly sedentary at a desk.*

OUTREACH AND PROMOTIONS (PRE-FESTIVAL)

Volunteers are needed to assist VAFF staff with publicity efforts, including but not limited to: email and social media marketing support and research; poster, flyer, and chalk; working VAFF information tables at community events; etc. *Physical demands for these positions can vary, with some requiring standing, walking, and moving supplies and others being mostly sedentary at a desk.*

PANEL VOLUNTEER

Panel 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. *These positions typically require standing, walking, use of stairs, moving supplies, and greeting patrons.*

PARTY VOLUNTEERS (21+)

Party 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. *These positions typically require standing, walking, use of stairs, moving supplies, and greeting patrons.*

SCREENING USHER

Screening 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. *These positions typically require standing, walking, use of stairs, moving supplies, and greeting patrons.*

STANDBY LINE VOLUNTEER

Standby line volunteers are responsible for assisting with standby line management at the Violet Crown. Standby Line Managers will train volunteers to manage standby lines for sold-out performances. Responsibilities include crowd management, handing out standby line cards, and allowing patrons in as seats become available as dictated by the box office. *These positions will work outdoors and outside of the Violet Crown during their shift, and they typically require standing, walking, use of stairs, moving supplies, and greeting patrons.*

VENUE MANAGER

Venue Managers help to run the day-to-day logistics and operations of our screening venues, including overseeing ushers, liaising with venue managers, technical staff, and industry guests, greeting patrons, and acting as a main on-site VAFF contact at each film screening and event. *These positions typically require standing, walking, use of stairs, moving supplies, and greeting patrons.*

DRIVERS

We now hire 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](#).