

PHOENIX
FILM FESTIVAL

April 8th - 15th 2010

2010 *Volunteer Orientation*

Saturday 2/27 at 1pm | Saturday 3/13 at 1pm | Saturday 3/27 at 1pm

Orientation Overview

- Foundation
- Festival
- Policies
- Benefits
- Expectations
- Positions
- Contacts

About the Foundation

- 501c(3) Non-profit
 - Phoenix Film Foundation (PFF) is a 501c(3) Non-profit Organization whose purpose is to support and develop the growth of independent filmmaking in Arizona
- Established in 2000
- Affiliates
 - Festival(s) – PFF, IHSFF & Arizona Student Film Festival
 - Phoenix Film Society (*Film-lovers*)
 - Independent Feature Project (IFP) (*Filmmakers*)
- For more information, visit phxfilm.com

Phoenix Film Festival

- April 8th-15th, 2010 at Harkins Theatres @ Scottsdale Road & 101
- Going into its tenth year, the Phoenix Film Festival has grown to become into Arizona's largest film festival with attendance in 2009 surpassing 22,000.
- Features national & international films, as well as college, high school, & grade school shorts in all genres, including Gay & Lesbian showcases.
- **Celebrity guests:** *Prior celebrities include Peter Fonda, Kevin Bacon, Kyra Sedgwick, Edward Burns, John Waters, Jane Seymour, Bill Engvall, Bill Zane, Johnathon Schaech, and Laurence Fishburne.*
- Films, Speakers, Tributes, Music, Parties, etc.

Policies

- Our Reputation: Outstanding Customer Service
 - ***Remember to Smile!**
 - Acknowledge VIP's, Filmmakers & Sponsors (*Special Passes*)
 - Check website for Film Schedule and Celebrities (www.phoenixfilmfestival.org)
 - Answer Questions (*Ask a Supervisor if you are uncertain*)
- **Zero tolerance for Sexual Harassment**
- Safety & health priorities
 - Report ANY unsafe condition
 - **No drug or alcohol use while volunteering**

Volunteer Benefits

- 2010 Festival Volunteer t-shirt
- Full festival pass (*\$150 value*)
- Access to all festival events – seminars, parties, & films (*excludes special events or Patron-only events, as well as the opening night screening*)
- Water & Volunteer Food (*as available*)

Volunteer Expectations

- Commitment of **24 hours** (*Festival & Pre-festival*)
- Be on time for all shifts. **All volunteers must sign in at Volunteer Check-in prior to your shift, Call if you're running late. (480) 236-0782**
- Dress appropriately; Wear your Festival T-shirt; Festival Pass and Name tag at all times while Volunteering
 - Bring a different shirt for when your shift is over; **ALL volunteers will be considered available while wearing a volunteer t-shirt**
- Conduct yourself in a professional manner
- Be knowledgeable about festival (**www.phoenixfilmfestival.org**)
- Ask questions if you are ever unsure (Shift Supervisors & Staff)
- **Please Be flexible***

Volunteer Positions

- **Pre-Festival**
 - Marketing; Street Teams (*Flyer & Poster Distribution*)
 - Promotional Events
 - Office Help (Administrative)
 - Moving, Setup and Cleanup
 - Film Screenings

Volunteer Positions

- **Festival**
 - Ticketing
 - Volunteer Management
 - Educational Outreach
 - Theatre Operations (*Floor-Ops*)
 - Events **(21+ ONLY)**
 - Silent Auction
 - Merchandise
 - Filmmaker Relations
 - Technical

- **Ticketing**

Ticket sales and issuing (preprinted) tickets that have been purchased online prior to the event. Assisting with will-call, working with cash and credit cards; Training for this position will be provided.

- **Volunteer Management**

Check in volunteers and monitor requests on a walkie-talkie from supervisors needing to adjust volunteer needs. Will also be used as a floater for other departments if necessary.

- **Educational Outreach**

A good opportunity to work with students of all ages interested in various aspects of filmmaking; Assist with seminars and programs for visiting schools. Work with students. Volunteer hours are weekdays.

- **Theatre Operations (Floor-Ops)**

With this position, volunteers will be able to interact directly with the audience in tasks such as crowd control, line management, taking tickets, answering questions

- **Events (21+ ONLY)**

In events you will specialize in helping out with the parties; Could mean checking a name list for VIP's, setting up and possibly moving chairs and equipment.

- **Expo Booths**

Assist with manning booths from the festival sponsors.

- **Silent Auctions**

When volunteering for this department one must be patient and willing to stay in one place for a while as well as guard all of the valuable auction merchandise; Assist people interested in silent auction items. Knowledge of the items and good conversation skills a plus. May work with credit cards.

- **Merchandise**

If you are good with a bunch of customers and have a good knack for selling things then this department is for you, while in command you will be able to sell things ranging from shirts and hats to sweaters and tank tops; work with cash and credit cards.

- **Other**

Additional Opportunities are available for anyone interested in Marketing, Filmmaker Relations, and Technical work.

Contacts

- Volunteer Website: www.pffVolunteer.com
- ***David A. Lucas**
 - Volunteer Director
 - Phoenix Film Foundation
 - David@PhxFilm.com
 - (480) 236-0782 (c)
- ***Open**
 - Volunteer Manager
 - Phoenix Film Festival
 - YourNameHere@PFFVolunteer.com
 - (602) 555-1212 (c)