

# 2010 VOLUNTEER FORM

Thank you for your interest in the AIFF. The success of the festival depends on volunteers who contribute their enthusiasm and time. Benefits for 12 hours include film vouchers and more. Additional hours earn extra vouchers. Full details at ashlandfilm.org.

Name \_\_\_\_\_ Email \_\_\_\_\_

Occupation (previous, if retired) \_\_\_\_\_ Employer/School \_\_\_\_\_

Mailing Address \_\_\_\_\_ City/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ Date of Birth \_\_\_\_\_  
(some jobs have minimum age requirements)

New  Returning Previous area(s) \_\_\_\_\_

## GENERAL INFO

- Yes  No Enjoy behind-the-scenes  
 Yes  No Enjoy crowds/noise/activity  
 Yes  No Able to lift 40 lbs  
 Yes  No Able to stand for four hours  
 Yes  No Able to use your own car (mileage reimbursed)  
 Yes  No Interested in being a team captain (both pre-festival organizing and festival leadership captain positions are available)  
 Prefer volunteering:  Year-round  During festival  Both  Either

## VOLUNTEER AREAS (see job descriptions/time requirements on page 2)

We will match your interests, talents and availability to our needs and assign you to *one* area.

<b>DURING THE FESTIVAL (NUMERICALLY RANK YOUR TOP THREE OF THE FOURTEEN CHOICES BELOW)</b>			
<b>Requires Many People</b>	<b>Requires Some Pre-festival Shifts</b>	<b>Requires Professional Experience</b>	<b>Other</b>
___ Armory Crew	___ Party Assistance (provide info below)	(describe experience below)	___ Festival Office Support/ Audience Award Tally
___ Festival Set-up & Strike	___ Sidewalk Crowd Control	___ Box Office	___ Festival Runner
___ Filmmaker Transportation	___ Will Call	___ Photography	___ Hospitality
___ Varsity Usher		___ Videography	___ Varsity House Manager
<b>PARTY ASSISTANCE (must work Oscar Night Gala <i>plus</i> one festival party to volunteer in this area)</b>			
<input type="checkbox"/> Oscar Night Gala (Sunday 3/7) (required)    ___ Opening Night Bash (Thursday 4/8)    ___ Awards Celebration (Sunday 4/11) <input type="checkbox"/> OLCC License <input type="checkbox"/> Food Handlers Permit <input type="checkbox"/> Experience Serving <input type="checkbox"/> Able to lift 40 lbs (required) <input type="checkbox"/> 21+ (required)			
<b>YEAR-ROUND (select any of interest if prefer year-round)</b>			
___ Year-round Office Support		___ Year-round Set-up & Strike	
<b>CHECK ANY SKILLS THAT APPLY</b>			
<input type="checkbox"/> Access	<input type="checkbox"/> Fix-It	<input type="checkbox"/> Photoshop	<input type="checkbox"/> Runner (mileage reimbursed)
<input type="checkbox"/> Accounting/Bookkeeping	<input type="checkbox"/> Fundraising	<input type="checkbox"/> PowerPoint	<input type="checkbox"/> Web Design/Maintenance
<input type="checkbox"/> Computer Networking/Hardware	<input type="checkbox"/> Grant Writing	<input type="checkbox"/> Proofreading	<input type="checkbox"/> None of the above
<input type="checkbox"/> Data Analysis	<input type="checkbox"/> Graphic Design	<input type="checkbox"/> Publisher	
<input type="checkbox"/> Excel	<input type="checkbox"/> HTML	<input type="checkbox"/> Site-In-A-Box	

Other skills/interests/work experience we should know about: \_\_\_\_\_

### Thank you for your support!

The mission of the 501(c)3 non-profit Southern Oregon Film Society is to celebrate the diversity of human experience through the art of independent film—enriching, educating and inspiring audiences of all ages.  
 ashlandfilm.org • volunteers@ashlandfilm.org • PO Box 218 Ashland, OR 97520 • phone 541.488.3823 • fax 541.488.7782

**REQUIRES MANY PEOPLE DURING THE FESTIVAL**

<p><b>ARMORY CREW</b> <i>16 hours total</i> <i>Two 8 hour shifts include all of the following rotating jobs:</i></p> <ul style="list-style-type: none"> <li>• Set-up &amp; Strike</li> <li>• Usher</li> <li>• Sidewalk crowd control</li> <li>• Sell concessions</li> <li>• Ability to lift 40 lbs</li> <li>• Long periods of standing</li> <li>• Includes viewing films during your shifts</li> </ul>	<p><b>FESTIVAL SET-UP &amp; STRIKE (April 6-14)</b> <i>12 hours total</i></p> <ul style="list-style-type: none"> <li>• Behind the scenes support</li> <li>• Pre-, fest, and post- festival shifts available</li> <li>• Ability to lift 40 lbs</li> <li>• Use of your own car helpful, not required (mileage reimbursed)</li> </ul>	<p><b>FILMMAKER TRANSPORTATION</b> <i>12 hours total</i></p> <ul style="list-style-type: none"> <li>• Drive AIFF van between airport and festival</li> <li>• Use of your own car as needed (mileage reimbursed)</li> <li>• Run errands</li> <li>• ODL and insurance required</li> <li>• Age 25+ required</li> <li>• Cell phone required</li> </ul>	<p><b>VARSITY USHER</b> <i>12 hours total</i></p> <ul style="list-style-type: none"> <li>• Greet and assist filmgoers</li> <li>• Hand out ballots</li> <li>• Long periods of standing required</li> <li>• Does <i>not</i> include viewing films during shift</li> </ul>
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**REQUIRES SOME PRE-FESTIVAL SHIFTS**

<p><b>PARTY EVENTS ASSISTANCE</b> <i>16 hours total</i></p> <ul style="list-style-type: none"> <li>• Work Oscar Night Gala <i>plus</i> one festival party</li> <li>• Both Set-up &amp; Strike duties required</li> <li>• Ability to lift 40 lbs—no exceptions</li> <li>• Age 21+ required</li> <li>• Sell and serve food and drinks</li> <li>• Long periods of standing required</li> <li>• Your admission to party is included</li> </ul>	<p><b>SIDEWALK CROWD CONTROL</b> <i>11.5 hours total</i></p> <ul style="list-style-type: none"> <li>• Work one 4 hour pre-festival shift</li> <li>• Work five 1½ hour shifts (one each day of festival)</li> <li>• Keep order in lines outside theatre</li> <li>• Must be assertive, friendly, willing to use “outside voice”</li> <li>• Requires long periods of standing</li> </ul>	<p><b>WILL CALL</b> <i>12 hours total</i></p> <ul style="list-style-type: none"> <li>• Work two pre-festival 4-hour <i>work day</i> shifts</li> <li>• Work one festival 4-hour shift</li> <li>• Hand out will call packets</li> <li>• Sell merchandise</li> <li>• Run errands on foot</li> <li>• Strong customer service skills</li> <li>• Long periods of standing required</li> <li>• Weekday availability required</li> </ul>
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**REQUIRES PROFESSIONAL EXPERIENCE AND SOME PRE-FESTIVAL SHIFTS**

<p><b>BOX OFFICE</b> <i>17 hours total</i></p> <ul style="list-style-type: none"> <li>• Work two pre-festival 4 hour shifts</li> <li>• Work two festival 4.5 hour shifts</li> <li>• Experience required or advanced computer skills</li> <li>• Strong customer service skills</li> <li>• Weekday availability required</li> </ul>	<p><b>PHOTOGRAPHY or VIDEOGRAPHY</b> <i>12 hours total</i></p> <ul style="list-style-type: none"> <li>• Photography: must provide own digital camera</li> <li>• Videography: must provide own video camera (we supply tapes)</li> <li>• Advanced skills required</li> <li>• Assigned to specific shot list</li> <li>• Photos used in program, on website, etc. (all credited)</li> <li>• Video used on TV spots, website, etc. (credited as able)</li> </ul>
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**OTHER FESTIVAL AREAS**

<p><b>FESTIVAL OFFICE SUPPORT/ AUDIENCE AWARD TALLY</b> <i>12 hours total</i></p> <ul style="list-style-type: none"> <li>• General behind-the scenes support to staff</li> <li>• Heavy phone support</li> <li>• Tally Audience Award ballots</li> <li>• Run errands on foot</li> <li>• Customer service skills</li> </ul>	<p><b>FESTIVAL RUNNER</b> <i>under 12 hours total</i></p> <ul style="list-style-type: none"> <li>• Deliver coffee/food etc. per daily schedule</li> <li>• Use of your own car required (mileage reimbursed)</li> <li>• Ability to lift 40 lbs</li> <li>• Morning, lunch or evening shifts available</li> <li>• Perfect for teams of two, or we can pair you</li> <li>• Hours do not total required 12, but allowances are made to grant full volunteer status</li> </ul>	<p><b>HOSPITALITY</b> <i>12 hours total</i></p> <ul style="list-style-type: none"> <li>• Familiarity with AIFF and Ashland a plus</li> <li>• Check in filmmakers/guests</li> <li>• Replenish refreshments and supplies</li> <li>• Run errands on foot</li> <li>• Strong customer service skills</li> </ul>	<p><b>VARSITY HOUSE MANAGER</b> <i>24 hours total</i></p> <ul style="list-style-type: none"> <li>• Work four 6-hour shifts</li> <li>• Assist M.O.D. with head counts, cleaning, etc.</li> <li>• Monitor films and introduce filmmaker Q&amp;As</li> <li>• Public speaking/leadership skills required</li> <li>• Willingness to screen films <i>as assigned</i> required</li> <li>• Weekday availability required</li> </ul>
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**YEAR-ROUND VOLUNTEERING**

<p><b>YEAR-ROUND OFFICE SUPPORT</b> <i>12 hours total</i></p> <ul style="list-style-type: none"> <li>• Assist with general office projects</li> <li>• Assemble bulk mailings</li> <li>• Answer phones</li> <li>• Computer skills helpful, but not necessary</li> </ul>	<p><b>YEAR-ROUND SET UP &amp; STRIKE</b> <i>12 hours total</i></p> <ul style="list-style-type: none"> <li>• Behind the scenes, meetings, etc.</li> <li>• Ability to lift 40 lbs</li> <li>• Use of your own car helpful, not required (mileage reimbursed)</li> </ul>
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