

11th
vancouver **latin**
american
FILM FESTIVAL

30AUG-08SEPT 2013

www.vlaff.org

VOLUNTEER GUIDE

About VLAF

VLAF is a registered non-profit charitable organization with the mission to provide a forum for the promotion and exhibition of Latin American cinema in Vancouver. This annual festival promotes dialogue among cultures and explores the art of contemporary Latin American cinema through the eyes of its filmmakers.

Since 2003, VLAF has provided audiences with the unique opportunity to watch inspiring films and interact with guest filmmakers from across Latin America and the diaspora.

VLAF's volunteers are the heart and soul of the organization and they make our festival possible.

Our Mandate

- To conduct a Film Festival for the purpose of educating and advancing the public's understanding and appreciation of Latin American cinema.
- To provide a forum for the promotion and exhibition of Latin American cinema in Canada and to promote Latin-Canadian film and filmmakers.
- To provide independent filmmakers with the opportunity to display their artistic efforts.
- To Provide Canadian audiences with an opportunity to observe films which reflect Latin American society.
- Promote cross-cultural understanding and enrich Canada's multicultural landscape.

What you need to know:

- **Dress Code:** A volunteer T-shirt will be provided at no charge. Volunteers are asked to wear it during all of their shifts. **NO EXCEPTIONS.**
- When you've decided that VLAFF is your volunteer destination of choice, you will need to complete a **Volunteer Application Form**. Forms are available online at www.vlaff.org under the Volunteer section.
- You are responsible for recording your volunteer hours with your Shift Coordinator.
- Shift Coordinators will be responsible for recording their team Volunteer hours on a spreadsheet log list, which will be provided by the coordinator.
- Your personal information is safe with us. We do not share our database with anyone.
- You will automatically be added to our email list and will receive regular volunteer and organizational updates. You may unsubscribe at anytime.
- VLAFF is happy to provide reference letters for volunteers after the festival. Please request a letter from your Volunteer Coordinator.

PERKS

- Volunteers are recognized with one (1) movie ticket for every two (2) hours of logged volunteer time.
- If you accumulate a total of 20 volunteered hours, you will automatically receive a full Festival Pass.
- Make sure you sign the volunteer log sheet before the end of your shift and retrieve your vouchers. The vouchers may be then redeemed at anyone of our ticket outlets for hard tickets.
- 1 Volunteer T-Shirt from VLAFf.
- A wrap-up party will be hosted for all volunteers as a thank you for their hard work. This event will take place on Saturday, September 14th, 2013. More information to come.

RESPONSIBILITIES

- Maintain a smooth working relationship with VLAFf staff, members, clients, volunteers, and the general community.
- Be dependable, sincere and give advance notice if you cannot make your shift/activity.
- Be willing to learn and take part in an orientation and training sessions.
- Accept guidance and decisions of the designated coordinator/supervisor/leader.

RIGHTS

- Receive sound guidance, encouragement and support.
- Be trusted with necessary and confidential information.

Volunteer Job Opportunities

Information Services & Donations:

This position involves greeting people, providing information about the Festival and preparing people to have their memberships ready when purchasing their movie tickets. Volunteers in this role will also provide filmgoers with information about how to donate to the Vancouver Latin American Film Festival along with collecting cash donations at the venues.

Membership Sellers:

Each film-goer is required by law to purchase a festival membership in order to view the films. Membership Sellers will circulate the ticket-holders lineup to ensure that every patron has a membership card and will sell memberships to those who have not yet purchased one.

Note: As a registered non-profit society, VLAF screens films, which have not been seen by Consumer Protection BC. Under BC law, any person wishing to see these unclassified films must belong to the VLAF society and be 18 years or older.

Ticket-Takers/Door Person:

Greet people at the door and take their tickets as they enter into the theatre.

Will-Call:

Greet patrons at the Will Call table and distribute tickets purchased online.

Line-up Manager/Program Books:

For each film there are three line-ups: Ticket Holders, Will Call/ Pass Holders and Ticket Buyers. Your job is to ensure patrons are in the correct line-up and answer any questions they may have. Along with making sure people are in the right line up, this position includes handing out VLAF Festival Catalogue.

Theatre Ushers:

Greet & direct people inside the movie theater.

Advance Ticket Sellers:

Greet patrons prior to each screening and sell tickets (cash sales).

Reception Set Up and Guest Services:

Help set up tables, chairs and other party prep tasks during our special receptions. Volunteers who will be serving need to have a 'Serving It Right' Certificate. All reception volunteers will stay after the reception to help with clean up.

Photographers:

Capture the best moments of VLAF 2013. Select your 10 best pictures and email them to volunteers@vlaff.org by 12pm of the following day.

Drivers:

Picking up VLAF 2013 guests from the Airport and bringing them to their hotel. Volunteers will be reimbursed for gas and parking costs related to this volunteer job.

Shift Coordinators:

Provide support to the Volunteer Coordinator at each venue/shift to ensure that scheduled volunteers arrive on time, know their role, and sign their hours on the volunteer log sheet.

Office Assistants:

These volunteers will help with the daily duties at the VLAF 2013 office. For example, taking materials to the different venues, answering phones, and data entry. Owning a bicycle and helmet is an asset!

Promo Material Distribution:

Help us bring VLAF 2013 to every corner of the city! These volunteers will distribute promotional materials prior to the festival, and will build a database of community display outlets. Owning a car and a valid driver's licence is an asset!

For more information, please contact:**Diego Reyer**

Volunteer Coordinator

(p) 778 316-7450

(e) volunteers@vlaff.org

420-111 Hastings St. West
Vancouver, BC, V6B-1H4, Canada

www.vlaff.org