

VOLUNTEERING AT THE AGH WORLD FILM FESTIVAL

Thank you for your interest in volunteering for the AGH World Film Festival.

As a registered charity and leading cultural organization, the AGH and its World Film Festival depend on the generosity of a committed and diverse team of volunteers. Without the dedication and support of our volunteers, the AGH World Film Festival would not be possible.

There is energy and camaraderie in running the many screenings and events that create the stage for the Film Festival. Willing volunteers who bring their passion, flexibility, and reliability (mixed in with a dash of fun and a surge of adrenaline) help make the Festival a success. If you're looking for celebrity sightings or free stuff, this is not a position for you.

But if you want to join a devoted team of vibrant, fun-loving film enthusiasts, please consider joining the volunteer team as we set out to transform the way people view film in Hamilton!

WHAT DO FESTIVAL VOLUNTEERS DO?

While opportunities vary, AGH World Film Festival volunteers are involved in almost every aspect of the film festival leading up to and during the ten days of the Festival. With such a diverse selection of volunteer opportunities, the volunteer programme has something to offer almost everyone.

Our volunteers can most often be seen on the front lines of the Festival in a customer-relations capacity – answering questions, directing patrons, tearing tickets, checking passes, helping to set up and run various activities, and greeting Festival attendees at our theatre venues. A smaller number of our volunteers are also needed to work in a more administrative capacity – assembling media kits, assisting with volunteer registration and data entry, acting as interpreters, distributing marketing materials, working at information desks, and/or providing technical set-up or strike support.

WHAT ARE THE REQUIREMENTS TO VOLUNTEER AT THE FESTIVAL?

APPLYING TO VOLUNTEER FOR THE 2010 FESTIVAL

We welcome new and prospective volunteer applicants interested in volunteering for the Festival. **All new volunteers are to submit a resume for consideration along with a letter describing why they would like to get involved with the AGH World Film Festival.** Applications are accepted based on our minimum volunteer requirements and additional applicable skills, knowledge and experience. Please note that the number of new volunteers accepted in a given year is dependent upon the number of positions that are available.

When a volunteer's interests and the Festival's needs fit, volunteers are offered a Festival Assignment. Volunteers then commit to playing an important role in making the AGH World Film Festival a success!

Levels of Volunteer Involvement:

- **Sign-Up Volunteers, 10+ hours, sign-up scheduling**

Volunteers can pick available shifts that fit within their schedules. Volunteers can choose to volunteer more hours but cannot commit to fewer than 10 hours throughout the Festival

- **Extra-Fest Volunteer Opportunities**

Pre and post Festival volunteer opportunities run from August - October, 2010 and provide an opportunity to see the inner workings of running an international film festival. No advance commitment required, just watch your email, sign-up, and come.

Full-Time Volunteers

Volunteers commit to give their time for the entire duration of the Festival **for 6 to 8 hour shifts**, and receive set benefits based on their position, advance commitment to **40+** hours and willingness to volunteer as scheduled.

Only individuals who are volunteering 20 or more hours during the Festival will be eligible to receive Festival-related benefits, such as t-shirts and complimentary tickets to AGH film series screenings throughout the year.

RETURNING VOLUNTEERS

Previous Festival volunteers in good standing (i.e., volunteers with a solid attendance and performance record) who have volunteered at the AGH Festitalia International Film Festival are considered returning volunteers for the 2010 Festival volunteer programme. If you volunteered at last years Festival you will need to re-apply as a **returning** volunteer.

All prospective Festival volunteers (new and returning) must:

- be **eighteen years of age or older**
- **submit a letter outlining the reasons you would like to become a festival volunteer**
- submit a current **résumé and telephone contact information for three references**
- **commit to completing a minimum of ten hours throughout the Festival**
- be prepared to **attend all mandatory training sessions**, where applicable (training session dates and times are determined and communicated to the appropriate volunteers some time after the initial registration process is complete)
- have **good English-language comprehension and strong communication** abilities and skills
- Be friendly, **helpful team players who are supportive, respectful and professional** when working with a diverse and talented group of volunteers and staff.
- **Watch your email for updates on your status.** Email will be our main source for contacting you after you are given a Festival Assignment. Don't worry! While we're cutting back on **paper, we're not virtual. You can reach us by phone, too.**
- Sign-up in advance for specific shift times of your choosing, as available
- Attend pre-Festival trainings and New Volunteer Orientation
- Review training information in advance of the Festival
- Receive, read, and respond to email as this is our primary mode of communication

While our greatest need for volunteers falls during the Festival, the work continues before and beyond the Festival. We encourage volunteers interested in pre and post Festival volunteer opportunities, known as **Extra-Fest**, to indicate their interest on the application when applying. **Extra-Fest Opportunities** will be sent out to interested volunteers via email and volunteers sign-up for opportunities as they desire.

Once accepted, volunteers will sign an agreement committing to the volunteer position they have been offered. If you are signing and committing to the volunteer agreement, you should have no reason that you know of that you cannot volunteer. However, change has been known to happen! Agreements will outline a

final date for cancellation, which needs to be honoured if we are possibly going to be able to fill the position again.

MEALS and PARKING

The AGH World Film Festival and the Art Gallery of Hamilton does not have official parking for staff or volunteers of the Festival. Parking is the responsibility of all Staff and Volunteers of the festival. Many of the festival locations have direct bus route access. Public transit is the best choice for attending the festival, from both an economical and ecological perspective. There are a number of paid parking options at the many festival locations.

The AGH World Film Festival does **not** provide meals. Please bring along a snack and/or lunch.

We would once again like to thank you for your interest in helping up to build a dynamic festival through your volunteering efforts at the AGH World Film Fest 2010!

When spider webs unite, they can tie up a lion.

--Ethiopian Proverb

When we dream alone, it is only a dream, but when we dream together, it is the beginning of reality.

- Unknown

We are caught in an inescapable network of mutuality, tied in a single garment of destiny. Whatever affects one directly, affects all indirectly.

- Martin Luther King



VOLUNTEER APPLICATION FORM 2010

All Volunteers must register prior to April 2nd, 2010 by completing this application. If accepted, you will be contacted regarding the dates and times of the orientation session.

Name	
Street Address	
City/Postal Code	
Home Phone	
Cell Phone	
E-Mail Address	
Emergency Contact	Name: _____ Phone: _____

Please check all that apply below:

- I have previously volunteered at the Art Gallery of Hamilton
- I will attend the mandatory volunteer orientation where I will be provided information and training for my site training
- I agree to follow all conduct outlined in the 2010 Volunteer Orientation Session
- I use public transit
- I have a vehicle
- I have a valid driver's license
- I am able to stand for long periods of time (two hours or more)

Please select a minimum of two locations of preference:

Empire Jackson Square 6 Cinemas	Art Gallery of Hamilton
Westdale Theatre	Ancaster Silver City
McIntyre Theatre, Mohawk College (Fennel Campus)	STAARRT Institute, Mohawk College (Stoney Creek Campus)

Please check all that apply below:

- I am available weekdays (Monday to Friday) during the day
- I am available weekdays (Monday to Friday) after 5:00 pm
- I am available weekends (Saturday and Sunday) during the day
- I am available weekends (Saturday and Sunday) in the evening after 5:00 pm
- My resume is attached.

Signature: _____ Date: _____

*Completed forms can be hand delivered to AGH during Gallery hours or can be faxed to 905-577-6940.