

## MAINE JEWISH FILM FESTIVAL

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### Volunteer opportunities at the Maine Jewish Film Festival

Thank you so much for your interest in volunteering at MJFF. The Maine Jewish Film Festival is a non-profit organization whose mission is to enrich, educate and entertain our diverse Maine community about the global Jewish experience. We rely on our volunteers to help make the festival and other events work smoothly. As a volunteer you'll find a diverse group who are passionate about our mission and who truly value both the work and the fun of the Festival.

We have a variety of areas in which you can use your help and we want to match your interests with our needs:

**THE MARCH FESTIVAL** - Just prior to and during the Festival (March 9-17 2019) is when we are most in need of Volunteer help. There are 3 areas where your help would be invaluable:

**Distribution of Promotional Materials** prior to the Festival: In order to get the word out about the Festival, we rely on volunteers to help with the distribution of flyers, posters and other print material throughout Greater Portland area and in the towns where we hold our satellite screenings.

Volunteers should be available to deliver materials to a list of locations on an agreed upon schedule. (Except for distributing in the Old Port and Downtown Portland, this requires that the volunteer have their own transportation).

Digital 'distribution' is also an area where volunteers can really provide assistance – this would involve for example providing information to online publications and calendars.

**Event assistance** Event assistance volunteers will work with MJFF staff in preparing for and staffing events (such as Receptions or panel discussions) during or prior to the film festival.

- Set up of signage, tables, food, promotional materials before an event
- Pick up food or supplies as needed
- Greet participants at the door
- Check-in for passes/guest list.
- Serve food and drink during a catered event
- Breakdown tables, chairs and materials and general clean-up after an event

## **At the Festival**

We rely on a team of front - of - house volunteers at each screening who will greet Festival attendees and help manage in areas such as ticketing and seating. Volunteers should plan on arriving 30 minutes before the start of the film. (Volunteers at each screening will be able to view the film as long as seats are available).

- Help to greet attendees and manage smooth 'traffic flow' prior to doors opening
- Hand out tickets for Will-Call
- Collect tickets from patrons once doors open
- Hand out programs
- Provide seating assistance for attendees as needed. (Note: nearly all seating is on a first come-first seat basis).
- In the case of VIP or reserved seating arrangements, escort designated guests to these seats
- After the film, retrieve any unused program books left behind in the auditorium

**Comps:** As a thank you, Volunteers will receive 2 comp tickets to see a film during the Festival – these need to be reserved with the office prior to the film. (This is in addition to single admission for front of house volunteers based on seat availability).

Again, thank you for your interest - Please complete the attached form and return to us at the office or by Email

<mailto:assistant@mjff.org>