

AFMX VOLUNTEER POSITIONS SUMMER AND VIRTUAL EDITIONS - 2020

Drive in Movie Lot Attendants and Ticket Scanners

The faces of AFME at each event venue during the festival. Responsible for providing proactive service to ticketholders upon arrival, assuring proper credentials and tickets when gates open, and directing attendees towards their spots. Also, responsible for assisting Venue Manager with set up and tear down of event. Must be available Wednesday nights.

Film Technical Coordinator

Responsible for receiving, logging and downloading accepted films from filmmakers via digital copy, mailed thumb drive or hard drive. Films will be downloaded onto a provided hard drive for each individual venue. Films will be saved on the hard drives in order of day, time and order the films are scheduled to play. This may include uploading films to our online festival platform, Eventive.

All movies must be in proper format and tested at each venue prior to the start of the festival. Any hard drives sent by filmmakers must be accounted for. Minimal training on how to download and save movies is required (including use of Vimeo, YouTube, and Eventive). Strong communication with the technical director or audio-visual team with the venue is required. Knowledge of audio-visual equipment and set up preferred. Will also help set up any audio-visual needs at panel discussions or intimate conversations as needed.

Intimate Conversations and Workshops Coordinator

Management of all Intimate Conversations and Workshops during AFME. This individual will be in communication with panelists leading up to and during AFME, oversee any audio-visual requirements necessary for each program, coordinate green room, water stations and refreshments for panelists for live sessions (if applicable) or online coordination.

Marketing Intern

Works closely with the Executive Director. Must be familiar with sales, media outreach (both local and national), creative marketing solutions, press releases, distribution and follow up phone calls to assure press release information is covered in print, on radio, television and the web. Will also help with marketing materials distribution.

Marketing Materials Distribution Team

Responsible for delivery and grassroots distribution of marketing materials such as posters and postcards to specific organizations, retail outlets, community bulletin boards, and to sponsors who will promote AFME events. Distribution to place marketing materials will be per social distancing rules during COVID-19.

Movie Ambassadors

Select a movie or several movies that speak to you and work with the filmmaker and promote the movie(s) to the community. Will work closely with Filmmaker Liaison to coordinate interviews, bios, information and marketing outreach via social media to share the films with a

larger audience.

Photography Team

Photographers shoot highlights of ALL of the events at AFME. Lead by the Directory of Photography, each person applying will be interviewed and provide samples of their portfolio.

Program Book Designer

Will place ads, program information and descriptions in our template for the official program book of AFME. Must pay specific attention to deadlines and have graphic design experience. Must be very familiar Adobe software such as InDesign, Photoshop and Illustrator.

School Liaison

Responsible for outreach to high schools and colleges to promote programs at AFME along with the internship program and career development. Outreach to all schools including elementary to promote family events at AFME.

Screening Team Committee Member - CURRENTLY CLOSED

If you love watching movies, this position is for you. Screening Team members will watch and review all entries that are submitted to the Albuquerque Film & Music Experience, and make recommendations regarding acceptance of films to the festival, utilizing a rating system to judge each entry.

The review process begins in late August and ends in the middle of July each year.

Requirements:

- Love of Film
- Ability to look at and critique the following aspects of all types of projects (short, documentary, feature):
 - Well drawn characters
 - Quality of Direction
 - Quality of Cinematography
 - Quality of the Actors/Acting
 - Production Values (i.e. wardrobe, lighting, color balance, sound, music)
 - Story Arc (is there a beginning, middle and end) and is the story intriguing?
Does it move you in some way?

Filmmaking experience or set experience not required but certainly beneficial, and we require Screening Team members to watch at least 90% of projects, rate them, and provide notes in the FilmFreeway system about why you do or do not recommend for programming at AFME. AFME 2018 saw 236 submissions, so a time commitment is needed for this position.

Signage Coordinators - Will be needed for drive in theatres

Team members will be assigned a detailed schedule of where banners and signage are to be placed throughout the week of the festival and during year-round events, including our Drive in Movie series. Works closely with Venue Managers.

Social Media Intern

Target marketing of films and events across all social media platforms before the start of the festival. During the festival, promoting events day-of, live feeds from events and promotion next day's events.

Sponsorship and Fundraising Representatives

Sales positions where sponsorships and donations are raised for AFME and AFME Foundation. 10% of amount secured is provided as a commission to the representative once funds are deposited. Great communication and follow up skills required.

Venue Managers

Responsible for on-site operations at event venues. Will communicate proper procedures and protocol to be followed by assigned volunteers in accordance with contractual terms of the venue. Strong communication, leadership and problem-solving skills preferred. Leads a team of ushers and ticket scanners, AFME information, concessions and merchandise desk volunteers.

The Venue Manager has to be able to take the stage in front of an audience to introduce films, thank sponsors and read from a scripted welcome; or manage volunteers to do the same upon request. Cash handling and reconciliation may be required.

Website Intern

Must have familiarity with Wix websites to update www.abqfilmx.com. Will work with our Executive Director and Marketing team to update current website and promote AFMX messaging for 2020 event. Anticipate 10 hours week, can work remotely. Good communication skills and panache for creating a great website!