

# **VOLUNTEER POSITIONS**

## **Airport Welcome Team**

Greet filmmakers and their team at the airport upon arrival, assist with luggage and contact AFME registration to let them know our filmmakers have arrived.

## **Drivers (must have valid driver's license and proof of insurance)**

Drivers will work different shifts throughout the week, taking filmmakers from hotels and venues to their destination. Will communicate with transportation manager throughout AFME. Great communication, time management skills and a knowledge of the city a must.

## **Film Technical Coordinator**

Responsible for receiving, logging and downloading accepted films from filmmakers via digital copy, mailed thumb drive or hard drive; or DCP to be received and delivered to the KiMo Theatre. Films will be downloaded onto a provided hard drive for each individual theater. Films will be saved on the hard drives in order of day, time and order the films are scheduled to play.

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, picked up from venues after the movies have screened at the end of each day, and returned to either the event headquarters or to the filmmaker in attendance. Minimal training on how to download and save movies is required. Strong communication with the technical director or audio-visual team at the theater or 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.

## **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. Majority of Intimate Conversations and workshops are held at the host hotel.

## **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.

## **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.

## **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**

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 March 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. Once you apply you will be contacted, vetted, and then selected.

### **Signage Coordinators**

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. Works closely with Venue Managers.

### **Social Media**

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.

### **Ushers and Ticket Scanners**

The faces of AFME at each event venue during the festival. Responsible for providing proactive service to attendees upon arrival, assure proper credentials and tickets when doors open, and directing attendees towards their seats. Also, responsible for assisting Venue Manager with setup and teardown of Q&A's after movie blocks.

### **Venue Managers**

Responsible for on-site operations at theaters, the host hotel and other 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. Assures smooth flow between movie blocks and set up of chairs and microphones on stage for Filmmaker/Moderator Question & Answer sessions. 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.

### **After Party Volunteer**

Responsible for set-up, scanning tickets and passes, collecting monies for tickets purchased at the door, making sure the AFME table is manned at all times during the party, great communication skills, team players.



