

VOLUNTEER JOB DESCRIPTIONS

Logistics Team

Volunteers needed:

4 - 8 volunteers to prep for festival (moving boxes from Moonlight to Box Office, signs, banners, pick-up and delivery)

4 volunteers to deliver for restocking venues and merchandise day of festival

If you like working behind the scenes and being indispensable, then the logistics team is for you! Not only will you be the backbone of the festival, you will also be one of the festival's greatest heroes. If you are friendly and enjoy talking with people, then the survey team is for you!

Responsibilities: Making sure the festival happens! Set up and tear down event venues, tables, tents, chairs, signs; place banners, posters, and other signage throughout downtown Fayetteville and collect when event is over; help with deliveries of equipment, food, chairs, tables, supplies; assist with parking for guests, VIPs, and filmmakers; Go to each venue before film to check on supplies; and other duties as assigned.

Benefits: Be a hero to thousands; get a good workout; work alongside capable and like-minded people who can get the job done; meet fascinating people; flex your troubleshooting skills.

Requirements: Ability to handle any assignment at any given moment; ability to lift 25 pounds or more; willingness to do whatever needs to be done.

Available Shifts: Wednesday, Oct. 10, through Sunday, Oct. 14

Survey Team

Volunteers needed:

4 - 8 volunteers surveying attendees

If you are friendly, inquisitive, and enjoy talking with people, then the survey team is for you!

Responsibilities: Gathering survey information from our attendees for the Cumberland County Tourism Development Authority. The surveys are a requirement in order to receive funding that helps make the festival possible.

Benefits: Meet interesting people. Attend various events throughout the festival run. Gain volunteer, survey, and government relations experience.

Requirements: Ability to carry printed surveys throughout the festival, administer surveys, organize completed printed surveys, and turn them in in a timely manner. Ability to operate iPad for electronic versions of surveys.

Available Shifts: Thursday, Oct. 11, through Sunday, Oct. 14

Green Team

Help the festival keep a small carbon footprint and maintain sustainability!

Responsibilities: Set up recycling containers and their accompanying signs at Film Festival venues; assist guests with choosing the right receptacle for recycling, trash, etc.; monitor, move, and collect recyclables and compostable material; cleanup venue after each film; and cleanup after festival closes.

Benefits: Help save the world's resources by keeping our festival and community green and clean; safeguard the environment; act locally, but help globally.

Requirements: Knowledge of recyclable items and how to sort them; some heavy lifting required; excellent people skills; strong customer service skills; love for our environment and green ideals.

Available Shifts: Wednesday, Oct. 10, through Sunday, Oct. 14

Tech Team

Do you have knack for using film or audio/visual equipment? We need your experience and help on our Tech Team!

Responsibilities: Sound-checking and equipment testing technical equipment before the start of each presentation, and troubleshooting, and quick-fixing any malfunctions, as needed.

Benefits: Gain even more experience in troubleshooting on the fly and on varied equipment. A chance to save the day for thousands of film enthusiasts.

Requirements: Ability to handle any assignment at any given moment; knowledge and experience in working with electronics, film, and audiovisual equipment; may be asked to demonstrate skills in using and troubleshooting equipment.

Available Shifts: Saturday, Oct. 13

Merchandise and Team

Volunteers needed:

2-3 volunteers per shift

Be Indigo Moon Festival's knowledge and souvenir merchandise central, helping film festival attendees in the heart of downtown Fayetteville!

Responsibilities: Sell popular, fun, and festive souvenirs. Answer questions about restaurants, places of interest, parking, and ways to get from here to there; hand out Film Festival programs; answer questions from volunteers and Film Festival staff; direct delivery staff and others to where they're supposed to be; and connect media representatives with official spokespeople for the Festival. Some lifting is required to replenish souvenir merchandise stock.

Benefits: Be the friendly and helpful face of our Film Festival; help thousands have a memorable and enjoyable experience; share your expertise of the area.

Requirements: Excellent people skills; strong customer service skills; extensive knowledge of the Film Festival, its venues, and staff; extensive knowledge of downtown Fayetteville, its eating establishments, unique shops, parking areas, crowd-control experience helpful; knowledge of Film Festival movie schedules and locations; ability to answer general questions about downtown Fayetteville that guests may have.

Available Shifts: Thursday, Oct. 11, through Sunday, Oct. 14.

Box Office Team

Volunteers Needed:

2-3 volunteers per shift for box office

8 volunteers to collect money from venues

2 volunteers for accounting

Move over, Disney World – this is the happiest place on earth! If you love people, sales, and the hustle and bustle of a box office, you'll thrive here.

Responsibilities: Meet and greet our festival goers; sell tickets and VIP passes; distribute passes; record pass credential pick-ups; staff will-call window.

Benefits: Meet our interesting and engaging festival goers; be one of the friendliest and most helpful people thousands see throughout the festival; exercise your love of sales.

Requirements: Excellent people skills; strong customer service and sales skills; extensive knowledge of the Film Festival, its venues, and schedule; must be able to stand for hours at a time.

Available Shifts: Thursday, Oct. 11, through Sunday, Oct. 14.

Volunteer Lounge Team

Do you have the willingness and the versatility to do whatever needs to be done, sometimes only on a moment's notice? Then, welcome to the Volunteer Lounge Team!

Responsibilities: Manage and maintain daily check-in schedule for volunteers and their shifts; alert volunteer coordinator or appropriate volunteer team leader if/when a volunteer for a particular shift is a no-show; fill in for vacant volunteer positions as needed; ensure that refreshments, plates, utensils, and napkins are available to lounge visitors; set out and replenish food trays; bus tables and help keep lounge clean, orderly, and well stocked.

Benefits: Meet and network with other volunteers who share your love of film festivals and volunteering; add to your volunteer skill list by working in all areas of the festival as needed; meet fascinating people throughout the festival.

Requirements: Ability to handle any assignment at any given moment; flexibility; dependability; rational thinking in urgent situations; a sense of humor; outstanding people skills; willingness to do whatever needs to be done.

Available Shifts: Thursday, Oct. 11, through Sunday, Oct. 14.

Photography & Social Media Team

Help keep us in the spotlight with photographs and social media!

Responsibilities: Capture the spirit, excitement, and fun of the festival from set-up to tear-down through social media! Our Team Leaders will give daily assignments for specific events throughout the Festival. Follow guidelines for taking photos of VIPs, filmmakers and guests; post on social media daily.

Benefits: Flex your creativity with expressive photos, tweets, and posts; meet interesting people; witness the most fun events of the day; be in the center of all the action.

Requirements: Must have a smartphone, tablet, and active social media accounts for Twitter, Facebook, and Instagram. Must be able to provide samples of prior social media work for events or corporations. Must be able to follow instructions from Team Leaders as well as be able to work independently.

Available Shifts: Wednesday, Oct. 10, through Sunday, Oct. 14.

Short-Takes Team

Help facilitate mini-workshops scheduled throughout the festival.

At each workshop:

1 Social Media volunteer

1 Facilitator

1 Tech volunteer

Responsibilities: Facilitate workshops. Ensure panel and leaders are seated on time and have water, AV equipment, and any other materials, as needed; take tickets from attendees; pass out and collect surveys before and after each session; clean up audience seating area between sessions.

Benefits: Meet fascinating people in the field of filmmaking; learn the secrets behind funding, planning, filming, etc.; expand your knowledge base of the film industry.

Requirements: Sparkling personality and pleasant manner; ability to keep speakers, panel, and Q&A sessions to time constraints; ability to put guests at ease while ensuring high standards of best practices in workshop facilitation.

Available Shifts: Saturday, Oct. 13.

Theater Venue Team

Volunteers at each venue:

- 2 selling tickets
- 4 selling concessions (each item \$1) (No sales at Cameo or Loge)
- 1 checking film festival passes
- 2 survey volunteers
- 1 tech standing by
- 1-2 Green Team members roving
- 1-2 Social Media volunteers
- 1 volunteer or team leader to introduce film and filmmakers
- 1-2 volunteers to hand out ballots, then gather ballots at end of each film

If you are friendly, outgoing, love people, and love to help people, we need you on our theater team!

Responsibilities: Introduce films and filmmakers; coordinate and time discussion panels; facilitate Q&A at the end of each film; take tickets; help with special needs guests; ensure ticket lines are moving smoothly and on schedule; distribute, collect, and count audience ballots; staff concession tables, where needed; ensure restrooms are clean, functioning and properly stocked, as needed.

Benefits: Meet VIPs, make new friends with guests and theater volunteers, and watch all the films at your venue. Be on the front lines of our Film Festival to ensure that our Film Festival has the friendliest volunteers; meet interesting people and help them smoothly navigate our film venues; help ensure that our guests have memorable and enjoyable film viewing experiences throughout the Film Festival.

Requirements: Strong customer service skills; warm and welcoming personality; enthusiasm for working with people; crowd-control experience helpful; knowledge of Film Festival movie schedules and locations; ability to answer general questions about downtown Fayetteville that guests may have.

Available Shifts: Saturday, Oct. 13, through Sunday, Oct. 14.