

VOLUNTEER TYPES

Receive a Specific Assignment:

Other Volunteer Opportunities at the Festival

Title	Report to	Description
Venue Volunteer	Volunteers Managers and Team Leaders	<ul style="list-style-type: none"> • Help with set up, maintenance, and tear down of Festival events, help with press check-in • Provide customer service and general Festival information to patrons at designated locations • Pre-Festival leafletting, promoting events and bonding with Team • Assist Events and screening and collating evaluation forms, voting slips <p><u>Estimated time commitment:</u> 2-3 times before the festival plus Induction Day then 2-9 days during the Festival</p> <p><u>Benefits:</u></p> <ul style="list-style-type: none"> • Be a core part of an amazing international Film Festival • Be the first watching some cutting-edge independent films from South-Asia meanwhile gaining useful experience and develop your skills • Festival swag • Opportunity for you to communicate your enthusiasm for film. • Meet others with a shared passion for film. • Have fun, meet new people, make new friends
Team Leader Volunteer	Volunteers Managers	<ul style="list-style-type: none"> • Delegate task to Venue volunteers • Report back to Volunteer Managers, send over collated forms • Report back any incidents on screening to the Venue Manager as well as Festival Volunteer Managers • Communicate with Volunteer Manager, Transport Manager, etc concerning Talent arrival • Help to host Talents during Q&As

		<ul style="list-style-type: none"> • Collect Materials (Voting slips, Evaluation Forms, Promotion Banners) for screenings • Lead smaller Teams for leafletting • Be an eye of the Volunteer Manager on location <p><u>Estimated time commitment:</u> 4-5 times before the festival then 5-9 days during the Festival</p> <p><u>Benefits:</u></p> <ul style="list-style-type: none"> • Be a core part of an amazing international Film Festival • Be the first watching some cutting-edge independent films from South-Asia • Practice and develop some leadership skills which can strengthen your CV and your personal development • Festival swag • Have fun, meet new people, make new friends
<p>Sub-Team Leaders</p>	<p>Volunteers Managers, Team Leaders</p>	<ul style="list-style-type: none"> • General Volunteer who is able to act as a stand-in in the Absence of the Team Leader • Capable of doing the same as the Team Leader, but just on emergency <p><u>Estimated time commitment:</u> 2-3 times before the festival then 2-9 days during the Festival</p> <p><u>Benefits</u></p> <ul style="list-style-type: none"> • Be a core part of an amazing international Film Festival • Be the first watching some cutting-edge independent films from South-Asia • If you want to learn and practice and develop some leadership skills next to your Team Leader. This can strengthen your CV and your personal development • Festival swag • Have fun, meet new people, make new friends
<p>Distribution Volunteer</p>	<p>Assisting Festival Producer and the Volunteers Managers</p>	<p>From May, Assisting program distribution to the cinema and partnership venues</p> <ul style="list-style-type: none"> • Helping distribute the brochures to the different venues and partners together with our amazing Festival Producer • good physical condition as it includes heavy lifting • good communication skills

		<ul style="list-style-type: none"> • good problem-solving skills <p><u>Estimated time commitment:</u> From mid-May couple of weekends, then you can join our General Vol team during the Festival, also helping that time with some running</p> <p><u>Benefits:</u></p> <ul style="list-style-type: none"> • Get to know different open-minded cinemas and its managers • Get to know different cultural institutions we working together • Get to know our amazing Festival Producer, James • Have some City Sightseeing from a car crossing over everywhere around London
<p>Communication Volunteer</p>	<p>Assisting Festival Producer and the Core Team</p>	<p>From May, assisting building up an effective communication pipeline for the Festival Team</p> <ul style="list-style-type: none"> • Helping to set up different Communication groups • Update contact database files and keep them neat • Do different groups on WhatsApp, Slack <p><u>Estimated time commitment:</u> From May, Task-based prior to and during the Festival then during the Festival, you join our General Volunteers</p> <p><u>Benefits:</u></p> <ul style="list-style-type: none"> • Get to know our Team • Learn how to set up effective communication pipelines for a Project
<p>Data Processing Volunteers</p>	<p>Assisting Festival Producer and the Volunteer Manager</p>	<p>As a Festival we collecting data from many resources to learn and be able to develop every year.</p> <ul style="list-style-type: none"> • Helping to ingest collected data to our system using google docs • Writing, editing and proofreading skills are essential <p><u>Estimated time commitment:</u> Next to General Volunteer duties, during the Festival 1-3 afternoon prior/after screenings</p> <p><u>Benefits:</u></p> <ul style="list-style-type: none"> • Gain Marketing skills, how you can test and measure your audience • Learn how we can use this data to develop our Festival

<p>Production Assistant</p>	<p>Assisting Festival Producer</p>	<p>During the Festival shadowing our Festival Producer</p> <ul style="list-style-type: none"> • Shadow and Help the Festival Producer • Good Communication skills essential • Keen to learn about Festival Production • Writing, editing and proofreading skills are essential <p><u>Estimated time commitment:</u></p> <p>During the Festival 9 days shadowing our Festival Producer</p> <p><u>Benefits:</u></p> <ul style="list-style-type: none"> • Help James in his work delivering this amazing Festival • Learn how a Festival born • Learn how to alleviate bottlenecks efficiently and with a smile on your face
<p>Diary Intern</p>	<p>Assisting Festival Producer and the Core Team</p>	<p>From May, helping the busy Festival Team keeping up with their schedule</p> <ul style="list-style-type: none"> • Helping to update Diaries and send reminders on the day concerning happenings • Update diary • Chase people concerning Tasks <p><u>Estimated time commitment:</u></p> <p>From May, Task-based prior to and during the Festival, half an hour daily, then during the Festival you can join to our General Volunteers</p> <p><u>Benefits:</u></p> <ul style="list-style-type: none"> • Get to know our Team • Learn about scheduling and reminder systems • See behind the doors, how much there is to do to pull together a Festival like this
<p>Assistant for Social Media</p>	<p>Social Media Manager</p>	<p>The social media team is responsible for sharing the festival experience with the world through social media. Volunteers in this department will help feed the Senior Team member with content and posts for the festival's social media platforms.</p> <p>Looking for ambitious, committed and enthusiastic individuals with extensive knowledge of South-Asian cinema, and would like to help make the Festival visible to the people.</p>

		<ul style="list-style-type: none"> • Understand the purpose and comfortable using both Instagram, Facebook and Twitter • Good drafting short descriptions of events and happening • Writing, editing and proofreading skills • Keeping active communication with the Social Media Manager • Writing reports and short articles about events which will be curated by our Social Media Manager • Help to launch our Volunteer Blog • Occasionally be able to take photos of the action and produce snappy copy to describe what is going on if the photographer is not on location <p><u>Estimated time commitment:</u></p> <ul style="list-style-type: none"> • Attending some events before the Festival • During the Festival attending screenings with events, especially where the Social Media Manager can't attend due other commitments. <p><u>Benefits</u></p> <ul style="list-style-type: none"> • Attend all the Special Events of the Festival • Be the first learning more about the newest Independent South-Asian films • Improve your writing skills, learn from the best • Gain publicity to your writings
<p>Photography</p>	<p>Social Media Manager</p>	<p>Be the eye of the social media team who responsible for sharing the festival experience with the world through social media.</p> <p>Send portfolio link with some indoors/outdoors pictures and would be nice if you have some event experience.</p> <ul style="list-style-type: none"> • Documenting the events, films and exhibitions through photography and video. • Camera experience is essential, as well as your own professional equipment (Camera, tripod etc.) • Cover a range of screenings, Q&As, team photos, bonding events and events

		<ul style="list-style-type: none"> • Create a selection of photographs to be used in social media, publications and promotions. <p><u>Estimated time commitment:</u></p> <ul style="list-style-type: none"> • Some events prior to the Festival, and a lot during the 9 days • We looking for at least 3 Photographers to be able to cover the 9 days on rotational base <p><u>Benefits:</u></p> <ul style="list-style-type: none"> • Practice your skills at a fast pace, life environment • Make use of your dusty equipment • Gain credits and publicity for your work
<p>Webpage update</p>	<p>Web development Manager</p>	<p>We looking for someone who can assist our Webpage updates</p> <ul style="list-style-type: none"> • Skills required for WordPress are; HTML, CSS ,PHP ,JAVASCRIPT • PHP is the most important language to truly understand WordPress • Writing, editing and proofreading skills <p><u>Estimated time commitment:</u></p> <ul style="list-style-type: none"> • Task-based when we need to make some changes or updates • More time commitment prior to and during the festival. <p><u>Benefits:</u></p> <ul style="list-style-type: none"> • Practice your skills on a real, well-visited homepage • Gain credits and publicity for your work
<p>DCP runner</p>	<p>Assisting the Transport Manager</p>	<p>Looking for experience at distribution? Run around the city and deliver the DCP's to the cinema.</p> <ul style="list-style-type: none"> • Good Communication skills • Confident travelling around in the city • Confidentiality is key <p><u>Estimated time commitment:</u></p> <ul style="list-style-type: none"> • Task-based prior to the Festival, couple of days • Ideal if you have flexible time • A couple of days based on when the DCP is ready to be delivered <p><u>Benefits:</u></p>

		<ul style="list-style-type: none"> • Meet with venue managers' projectionist • Learn more about how a film delivered and arrives at the screen
Sponsorship Manager Assistant	Assisting the Sponsorship Manager	<p>The sponsor and client services department is the team that works with all of the festival sponsors and partners. This is one of if not the most important department in the festival.</p> <ul style="list-style-type: none"> • Helping with sponsors, especially around and during the Festival, taking care of their need, ushering them. • Confidentiality and professional behaviour is essential. • Act as liaison and provide guest services for corporate sponsors <p><u>Estimated time commitment:</u></p> <ul style="list-style-type: none"> • Some occasion help to Sponsorship Manager prior to the Festival • More commitment during the festival prior screenings. <p><u>Benefits:</u></p> <ul style="list-style-type: none"> • Learn how to communicate professionally with sponsors • Gain essential knowledge about sponsorship management and why there are essential to us
Talent Manager Assistant	Assisting the Transport Manager and the Talent Manager	<p>We need a hand helping with talents, especially around and during the Festival, taking care of their need, occasionally airport pick-ups, ushering them. Confidentiality and professional behaviour is essential, you can't be star-struck.</p> <ul style="list-style-type: none"> • Act as liaison and provide guest services for guests attending a film (long hours) • Be present throughout the festival as an asset to the filmmaker. • Be present during the filmmaker's scheduled screening at the festival. • Help, ensuring filmmakers fulfil duties as an attending filmmaker throughout the festival, • Ensure that the filmmaker has their photo taken in front of the LIFF banner and Volunteers if appropriate • Assist filmmaker to an on-camera interview in the VIP Lounge with the Media Team. <p><u>Estimated time commitment:</u></p> <p>A couple of days prior to the festival and mostly you need to be available during the Festival days</p>

		<p><u>Benefits:</u></p> <ul style="list-style-type: none">• Learn about how to deal with filmmakers and talents professionally
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