

## Expectations of All Volunteers

- Be a representative of the festival
- Welcome attendees/be hospitable and answer questions as needed
- Enjoy yourself and be inspired!
- All shifts that occur after the last film is shown includes clean-up until finished

## Volunteer Opportunities Weeks Before the Festival

- **Ticket sales and office work at the SYRCL office the 2 weeks prior to the festival:** Help sell tickets and complete preparations for the festival at the SYRCL office, January 3-7, 9-12 from 1-5pm.
- **Office Assistance in December:** help us complete preparations for the festival at the SYRCL office December 19-23, 26-30 from 1-5pm.

## Thursday, January 12<sup>th</sup> Volunteer Opportunities

- **General Set-up (morning or afternoon):** Setting up chairs at all the venues, hanging signs and other miscellaneous items ready at all the venues.
- **Miners Foundry Kitchen Help (afternoon):** Unload the food from the trucks, help set up and clean up the pre-festival kick-off party.

## Friday, January 13<sup>th</sup> Volunteer Job Opportunities

- **General Set-up (9am – 2 pm):** Hanging flags all over Nevada City outside all the venues, posting signs all around and all the last set-up.
- **Food Preparations for the Opening Receptions (2:00-7:00 pm):** Prepare food in the Miners Foundry kitchen to be served at the opening receptions. Help with takedown after the return of food to the Foundry.
- **Wine Pourer at the Opening Receptions (4-8 pm):** Pour wine for the guests at the opening reception locations. Monitor the food tables and refill as needed. Help with clean up as needed.
- **Film Festival Store sales at Miners Foundry (6.5 hour shifts morning and afternoon or afternoon and evening):** Staff the table selling festival merchandise.
- **Tech Crew at all venues (evening shift):** Jobs include the following: stage manager, presenter, co-presenter, radio checkout, tech support, tech set up, and tech takedown. There will be a Tech crew meeting on **Tuesday, December 6, from 6-7:30 pm** at the Nevada City Library community room to review the tech equipment and sign up for all the weekend shifts. For further information please contact Beth, the tech crew volunteer coordinator at [techcrewsyrcl@gmail.com](mailto:techcrewsyrcl@gmail.com).
- **VIP/Filmmaker Lounge Helper at the Miners Foundry (4:30-10:30 pm):** Support the VIP lounge venue coordinator by helping with food preparations, food serving and cleaning. Answer questions for visiting filmmakers and their guests. Maintain a quiet and relaxed environment for the guests.
- **Miners Foundry Kitchen Help (4:30-10:30 pm):** Help with the cooking in the kitchen to prepare food for the VIP/filmmaker Lounge.

- **SYRCL Booth (4:30-10:30 pm):** Staff SYRCL booths by answering questions about what SYRCL is engaged in, collect names for new volunteers and garner new members for SYRCL.
- **Miners Foundry Floater (4:30-10:30 pm):** Responsible for any job needing to be done as directed by the Venue Coordinator at the Miners Foundry.
- **Miners Foundry Back Door Security (4:30-10:30 pm):** Responsible for keeping the public from entering through the back door of either the Great Hall or the Stone Hall.
- **Concessions (4:30-10:30 pm):** Serve food at different venues provided by the BriarPatch Co-Op market.
- **Pass Checker (All venues) (4:30-10:30 pm):** Greet the public at the entry of a film venue door and check for attendee's festival passes. Help maintain quiet in the areas outside the film viewing area and change door signs as needed.
- **Miners Foundry Concessions (4:30-10:30 pm):** Prepare and serve popcorn and other food items at the Miners Foundry.
- **Greening (4:30-10:30):** Help festival goers keep our festival green by instructing the audience where to place their compost, recycling and trash.

### Saturday, January 14<sup>th</sup> Volunteer Job Opportunities

- **Award Ceremony Helper at the Miners Foundry (2-6 pm):** Assist the Miners Foundry Venue Coordinators with the Awards Ceremony with setting up and cleaning after the event.
- **Film Festival Store sales at Miners Foundry (5 hour shifts morning, afternoon or evening):** Staff the booth selling festival merchandise.
- **Tech Crew at all venues (8-hour shifts):** Jobs include the following: stage manager, presenter, co-presenter, radio checkout, tech support, tech set up, and tech takedown. There will be a Tech crew meeting on **Tuesday, December 6, from 6-7:30 pm** at the Nevada City Library community room to review the tech equipment and sign up for all the weekend shifts. For further information please contact Beth, the tech crew volunteer coordinator at [techcrewsyrcl@gmail.com](mailto:techcrewsyrcl@gmail.com).
- **Concessions (morning, afternoon and evening):** Serve food at different venues provided by the BriarPatch Co-Op market.
- **Miners Foundry Kitchen Help (morning, afternoon and evening):** Help cook the food for the VIP lounge/filmmaker lounge.
- **VIP Lounge Helper at the Miners Foundry (morning, afternoon and evening):** Support the VIP lounge venue coordinator by helping with food preparations, food serving and cleaning. Answer questions for visiting filmmakers and their guests. Maintain a quiet and relaxed environment for the guests.
- **SYRCL Booth (morning, afternoon and evening):** Staff SYRCL booths by answering questions about what SYRCL is engaged in, collect names for new volunteers and garner new members for SYRCL.
- **Miners Foundry Floater (morning, afternoon and evening):** Responsible for any job needing to be done as directed by the Venue Coordinator at the Miners Foundry.
- **Nevada Theatre Floater (morning, afternoon and evening):** Responsible for any job needing to be done as directed by the Venue Coordinator at the Nevada Theatre.
- **Miners Foundry Back Door Security (morning, afternoon and evening):** Responsible for keeping the public from entering through the back door of either the Great Hall or the Stone Hall.

- **Pass Checker (All venues) (morning, afternoon and evening):** Greet the public at the entry of a film venue door and check for attendee's festival passes. Help maintain quiet in the areas outside the film viewing area and change door signs as needed.
- **Miners Foundry Concessions (morning, afternoon and evening):** Prepare and serve popcorn and other food items at the Miners Foundry.
- **Greening (morning, afternoon and evening):** Help festival goers keep our festival green by instructing the audience where to place their compost, recycling and trash.

## Sunday, January 16<sup>th</sup> Volunteer Job Opportunities

- **Film Festival Store Sales at Miners Foundry (morning and afternoon):** Staff the booth selling festival merchandise.
- **Tech Crew at all venues (morning, afternoon and evening):** Jobs include the following: stage manager, presenter, co-presenter, radio checkout, tech support, tech set up, and tech takedown. There will be a Tech crew meeting on **Tuesday, December 6, from 6-7:30 pm** at the Nevada City Library community room to review the tech equipment and sign up for all the weekend shifts. For further information please contact Beth, the tech crew volunteer coordinator at [techcrewsyrcl@gmail.com](mailto:techcrewsyrcl@gmail.com).
- **VIP Lounge Helper at the Miners Foundry (morning and afternoon):** Support the VIP lounge venue coordinator by helping with food preparations, food serving and cleaning. Answer questions for visiting filmmakers and their guests. Maintain a quiet and relaxed environment for the guests.
- **Miners Foundry Kitchen Help (morning, afternoon and evening):** Help cook the food for the VIP lounge/filmmaker lounge.
- **SYRCL Booth (morning and afternoon):** Staff SYRCL booths by answering questions about what SYRCL is engaged in, collect names for new volunteers and garner new members for SYRCL.
- **Concessions (morning and afternoon):** Serve food at different venues provided by the BriarPatch Co-Op market.
- **Miners Foundry Floater (morning and afternoon):** Responsible for any job needing to be done as directed by the Venue Coordinator at the Miners Foundry.
- **Nevada Theatre (morning and afternoon):** Responsible for any job needing to be done as directed by the Venue Coordinator at the Nevada Theatre.
- **Miners Foundry Back Door Security (morning and afternoon):** Responsible for keeping the public from entering through the back door of either the Great Hall or the Stone Hall.
- **Pass Checker (All venues) (morning and afternoon):** Greet the public at the entry of a film venue door and check for attendee's festival passes. Help maintain quiet in the areas outside the film viewing area and change door signs as needed.
- **Miners Foundry Concessions (morning and afternoon):** Prepare and serve popcorn and other food items at the Miners Foundry.
- **Final Cleanup of Every Venue (4-8 pm):** Cleanup each venue by removing all chairs, sweeping, taking down all signs and cleaning up every item brought in. Volunteers that own trucks would be very helpful move equipment and supplies back to the SYRCL office a few blocks away in downtown Nevada City.

- **Post-event runs to the dump and compost facility:** drive the recycling to the transfer station locally and take the compostables to the facility in Marysville.
- **Greening (morning and afternoon):** Help festival goers keep our festival green by instructing the audience where to place their compost, recycling and trash.

### **The week after the Festival Volunteer Job Opportunities**

- **Help in the office with post-event tasks and clean-up:** help put all supplies away, clean-up all items, follow-up festival tasks. (Tuesday 17<sup>th</sup> - Friday 20<sup>th</sup>)