



Film Festival Volunteer Registration Guide

Thank you for your interest in volunteering for the 13th Annual Wild & Scenic Film Festival! Volunteers are essential to the success of this event. Below is everything you need to know about the volunteer registration process, including a detailed description of each volunteer position.

This document includes:

- I. General Volunteer Info. (Expectations, Volunteer Perks & FAQs)
- II. Volunteer Job Descriptions
- III. Venue Addresses

I. General Information

Expectations of All Volunteers

- Be a representative of the festival; hospitably welcome attendees and answer questions
- Enjoy yourself and be inspired!
- All final shifts of the evening include end-of-the-day cleanup

Volunteer Perks

In exchange for your service, you will receive one FREE ticket for each shift you serve, up to **2 tickets**. You may volunteer for more than 2 shifts; however, we will distribute a maximum of **2 tickets** only. All volunteer tickets must be chosen in advance of the festival. You may pick up your free festival ticket at the Volunteer Check-In at Miners Foundry prior to your shift.

If you serve 1 volunteer shift, you are eligible for 1 ticket:

- Grass Valley—Friday night; Saturday morning, afternoon or night, OR
- Nevada City—Saturday morning or afternoon; Sunday morning or afternoon

If you serve 2 or more volunteer shifts, you are eligible for 2 tickets:

- Grass Valley— Friday night; Saturday morning, afternoon or night, OR
- Nevada City— Saturday morning or afternoon; Sunday morning or afternoon

OR

- 50% discount on a Festival Ticket

A program of the South Yuba River Citizens League
313 Railroad Ave., Suite 101 | Nevada City, CA 95959 | (530) 265-5961 |
www.wildandscenicfilmfestival.org | www.yubariver.org

Frequently Asked Questions

1. Do I have to register online?

All volunteers must register online. To request your volunteer jobs, you must create a username and password. Parents may sign their children (12+) up in the comments section.

2. How do I register for more than one shift?

If you would like to volunteer for more than one shift, you will be prompted to let us know during the online registration process.

3. Why don't I see the position I want listed?

If a position is not listed on the online registration form, it is because that position has been filled.

4. Why aren't there any times next to the TECH CREW positions?

Beth Dekker the TECH crew volunteer coordinator will directly work with you to schedule your shift. Please sign up through our registration; she will contact you once you do! If you have questions, please feel free to contact her at techcrewsyrcl@gmail.com.

5. How do I do I request my volunteer ticket?

You will receive a confirmation email within two weeks of registering. In this email you will have the opportunity to confirm your shift and choose the session time of your free film ticket/s.

6. I've created a username/password and submitted 2 job requests. What next?

We will assign you a volunteer placement and send you a confirmation email with your shift details within 2 weeks. **PLEASE BE SURE TO LOOK IN YOUR SPAM FOLDER SO YOU DO NOT MISS THIS IMPORTANT INFORMATION.**

7. I still have questions, what should I do?

Please contact Jenn Tamo, River People Manager, at jenn@syrcl.org or 530-265-5961 ext. 201 or Alanna McDermott, Assistant Volunteer Coordinator, at volunteer@syrcl.org 530-265-5961 ext. 209.

From all of us at the South Yuba River Citizens League, ***thank you for your commitment*** to the festival. We look forward to working alongside you to produce a successful and inspirational event this January!

Volunteer Job Descriptions

ANY: I'm flexible, place me where I'm needed most!

Bar: 21+ ONLY. Serve beer/wine and cleanup (venue: Headquarters).

Bar/Server: 21+ ONLY, Serve beer/wine and food; help with clean up. (Venues: Nevada City Winery, The Haven, Alexander Gallery).

Breakdown: Breakdown and transport all chairs, tables, equipment, supplies, trash, recycling and compost after the fest on Sunday (Venues: ALL). **Volunteers with trucks are helpful!**

BriarPatch: Prepare and serve items from the BriarPatch Co-op Market. (Venues: Nevada Theater & Miners Foundry)

Cleanup (Volunteers with trucks needed!): Remove all chairs, sweep, take down all signs and clean up every item brought in. (Venues: ALL)

Compost Delivery—Marysville (Truck needed): Drive compost from the festival to the compost facility in Marysville.

Concessions: 21+ ONLY, Sell merchandise and serve beer and popcorn. (Venue: Miners Foundry)

Filmmaker Lounge: 21+ ONLY, Support the lounge venue coordinator. Prep/serve food and clean. Answer questions for visiting filmmakers and their guests. Maintain a quiet and relaxed environment for the guests. (Venue: The Haven)

Floater: Complete any job needed by the Venue Coordinator (Venues: Miners Foundry, Headquarters & Nevada Theater)

Greening: Help festival goers reduce landfill waste; instruct the audience where to place their compost, recycling and trash. (Venues: Nevada Theater, Miners Foundry and Elks Lodge)

Kitchen: Help prepare food for the filmmaker and volunteer lounges. (Venue: Miners Foundry)

Media: Assist in the Media Lounge where exclusive interviews with guest filmmakers, activists and festival organizers will take place. (Venue: The new KVMR building!)

Ticket Checker: Greet the public at venue doors and check for attendees' tickets. Help maintain quiet in the areas outside the film viewing area and change door signs as needed. (Venues: ALL)

Pre-Event Office: Help sell tickets and complete preparations for the festival at the SYRCL office. (Venue: SYRCL Office)

Post- Event Office: Help put all supplies away, clean-up all items, follow-up festival tasks. (Venue: SYRCL Office)

Security: Responsible for keeping the public from entering the backdoor. (Venue: Miners Foundry)

Set up: Set up chairs, hang signs and other miscellaneous items to prepare for the festival, load and unload equipment and supplies. (Venues: ALL)

St. Steward: Oversee and coordinate efforts at the Pedal Powered Volunteer Stage. Requires being outside for the entire shift. (Venue: Commercial Street)

Store: Sell WSFF merchandise. (Venues: Headquarters)

SYRCL Booth: Share SYRCL's work with the public. (Venues: ALL)

TECH Crew - Audio Tech: This person operates the electronic sound equipment that shows the films. (Venues: ALL)

TECH Crew - Kipro Tech: This person operates the electronic video equipment that shows the films. (Venues: ALL)

TECH Crew - Radio Room: This person hands out and maintains the walkie-talkies. (Venue: Miners Foundry)

TECH Crew - Set Up: Load, unload, connect video and sound gear. (Venues: ALL)

TECH Crew - Stage Manager: This person makes sure that films run on time and according to schedule. They work with and help coordinate the techs, MC's, speakers, performers, and sometimes turn on/off the lights.

Ticket Sales: Sell festival tickets (Venues: Elks Lodge, Center for the Arts, Del Oro & Headquarters)

Venue Coordinator: Oversee all aspects of management of venue before & during festival weekend, supervise & manage all volunteers at your venue, and be a representative of the festival. This is a 6-8 hour volunteer position. MANDATORY Mtg. 1/15/2015 5:30PM-7PM. (Venues: ALL)

Waste Management (Truck needed): Drive the recycling and trash to the local transfer station.

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II. Venue Addresses

Alexander Gallery (formerly Mowen Solinsky): [225 Broad St, Nevada City, CA 95959](#)

Elks Lodge: [518 California 49, Nevada City, CA 95959](#)

Headquarters: [300 Spring St, Nevada City, CA 95959](#)

Miners Foundry: [325 Spring St, Nevada City, CA 95959](#)

Nevada Theater: [401 Broad St, Nevada City, CA 95959](#)

The Center for the Arts: [314 W Main St, Grass Valley, CA 95945](#)

The Del Oro Theater: [165 Mill St, Grass Valley, CA 95945](#)

The Haven: [226 Broad St, Nevada City, CA 95959](#)

The Oddfellows: [212 Spring St, Nevada City, CA 95959](#)

Vets Hall: [415 N Pine St, Nevada City, CA 95959](#)

Yuba River Charter School: [505 Main St, Nevada City, CA 95959](#)