

Inside Out

#InsideOut19
MAY 23 – June 2, 2019

VOLUNTEER WITH THE TORONTO LGBT FILM FESTIVAL

Inside Out LGBT Film Festival exists to **challenge attitudes** and **change lives** through the production, promotion and exhibition of **film and video** made by and about **lesbian, gay, bisexual and trans** people of all ages, races and abilities.

We LOVE our volunteers! Without volunteers, our festival would not be possible.

When you volunteer with Inside Out you not only get to **feel great**, you'll also receive a **one-of-a-kind festival t-shirt**, you'll get vouchers to see some of the **world's best independent films**, you'll get to **meet and mingle with really great people**, and we throw you a **fabulous appreciation party** when it's all done.

The Inside Out Festival takes place at the TIFF Bell Lightbox, 350 King Street W, and at various events venues in the downtown area.

To volunteer, visit www.insideout.ca/get-involved or write to volunteer@insideout.ca.

VOLUNTEER ROLES & RESPONSIBILITIES

▪ **Office Volunteers**

Office volunteers assist with tasks in the office in the months and weeks leading up to our festival dates in May. These tasks may include data inputting, mail-outs, filing, office organizing, or on-site promotion and postering for upcoming events. Office volunteers check in with our Festival Assistant, Jayne Schneider (festival@insideout.ca).

▪ **Front of House Volunteers**

FOH volunteers assist with ushering, ticket taking, line management, giving out audience award ballots and collecting them after the film. Front of House Volunteers are essential to the good image and reputation of the Festival. They deal directly with the public and are often the only people many festival goers come into direct contact with. FOH Volunteers may be asked to work outside and should come prepared for the weather. FOH Volunteers report to the festival's Front of House Representatives, and at the beginning of each shift, FOH volunteers check in with the Volunteer Captain on duty at the 4th floor volunteer lounge at TIFF.

- **Guest Relations & Membership Desk Volunteers**

GR&M Desk Volunteers represent the festival to all festival members and industry guests and work at the GR&M desk located in the theatre. They greet members, directors and other festival guests, hand out guest benefit envelopes and guest bags, answer questions and provide directions to those visiting from out of town. They also distribute festival T-shirts to members and volunteers. GR&M Desk Volunteers report to the Guest Relations Coordinator or Director of Development, and/or Front of House Representatives. At the beginning of each shift they check in with the Volunteer Captain on duty at the 4th floor volunteer lounge at TIFF. Any questions or problems can be directed to Inside Out's Guest Relations Coordinator at guest@insideout.ca or Director of Development at deanna@insideout.ca.
- **Information Desk Volunteers**

Information Desk Volunteers are ambassadors for the Inside Out Festival and Festival membership. These Volunteers are outgoing and are comfortable answering questions about the Festival, and talking to festival guests. They may be asked to carry out surveys with audience members waiting in line, or they may be asked general information questions from people entering the venue. Information Desk Volunteers check in with the Volunteer Captain at the beginning of each shift. General questions or concerns can be directed to Front of House Staff present during their shifts and/or to Festival Volunteer Coordinator Steen Starr (volunteer@insideout.ca). Questions or problems related to Membership can be directed to our Director of Development, Deanna Bickford, at deanna@insideout.ca.
- **Party Volunteers**

Party Volunteers help set up, take down and maintain festival parties in good order. They help with venue set up, door admission, coat check, serving food or alcohol, bussing decorations, venue tear-down and other party needs as determined by the Director of Operations and Events. Volunteers selling drink tickets or serving drinks must have SmartServe certification and have their ID with them on-shift. Party volunteers report to the Party Captain or Volunteer Coordinator at the event, and/or to the Manager of Operations (operations@insideout.ca).
- **Driver Volunteers**

Volunteer Drivers must have a clean driver's abstract and access to a car for the duration of their shift. They pick up and drop off festival guests to and from the airport. They may also be asked to run small errands. Volunteer Drivers are often the first festival person guests and directors have contact with. These volunteers represent the festival for all industry. Driver Volunteers report to Inside Out's Guest Relations Coordinator (guest@insideout.ca).
- **Billet Volunteers**

Billet Volunteers provide a place in their home for out-of-town festival guests to stay. All Billet volunteers are interviewed by the Guest Relations Coordinator (guest@insideout.ca) to determine suitability of their homestay and to match industry guests with billetters.

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