



VOLUNTEER POSITIONS

Sponsorship and Fundraising Representatives – sales positions where sponsorships and donations are raised for AFMX and AFME Foundation.

Sponsor Ambassador – ambassadors will work directly with up to five sponsors to assure they receive all benefits contractually agreed upon leading up to and during AFMX. Ambassadors will be the sponsor's contact throughout.

Sponsor Packet Coordinators – will work with the sponsorship team in organizing sponsor packets with credentials and information to be delivered to AFMX sponsor businesses or to hotels for out of town sponsors.

Signage Coordinators – will work with the Marketing, PR and Venue Managers to manage signage and proper placement at all AFMX venues.

Marketing and Public Relations Interns and Assistants – Works closely with the PR and Marketing Manager. Must be familiar with press releases, distribution and follow up phone calls to assure press release information is covered in print, on radio, television and the web. Will also help with marketing materials distribution.

Ticketing and Box Office Manager – will monitor online ticket sales through Hold My Ticket, do HMT updating of events and communicate daily with the AFMX executive team and venue managers leading up to and during the festival. The goal is to strategize, as needed, on selling out each event.

Venue Managers – will be responsible for all operations on-site at theaters, the host hotel and assigned events. Will communicate with the venue staff to assure proper procedures and protocol are being followed in accordance with AFMX contract. Assure venue operations and communications with venues are proactive and on spot. In charge of ushers and ticket scanners, information and merchandise kiosks at theaters, projectionist at venue, assuring smooth flow between movie blocks, concessions, volunteers handling microphones for Q&A's and volunteers who are introducing movies and thanking sponsors.

Marketing Materials Distribution Team – Responsible for delivery and grassroots distribution of marketing materials such as posters and postcards to specific organizations, retail outlets, community bulletin boards, and sponsors who will promote AFMX events.

Panels, Centerstage Conversations and Workshops Manager – will manage all panels, Intimate Conversations and Workshops during AFMX. This individual will be in communication with

panelists leading up to and during AFMX, oversee Audio Visual requirements necessary for each program, coordinate green room, water stations and refreshments for panelists. Majority of panels, IC's and workshops are held at the host hotel.

Screening Team member – If you love watching movies, this position is for you. Be part of the selection team for the lineup of movies at AFMX.

Film Programming Coordinator – works directly with the Executive Director and staff to discuss and select movies and events for AFMX.

Ushers and Ticket Scanners – responsible for being at AFMX venues to work the doors and assure proper credentials or tickets are presented upon entry to each event.

Movie Ambassadors – important that we have individuals who are good at promoting and target marketing specific films and events in our program. The goal is to fill venues at every opportunity.

Airport Meet and Greet - will work closely with Travel Coordinator to assure guests who are flying in are met at the airport and escorted to baggage claim and vehicle. Excellent communication, time management and organization skills a must.

Drivers (must show proof of insurance) – We will need up to 10 drivers working different shifts throughout the week, taking VIPs from hotels and venues to their next destination. Will communicate with transportation and travel manager throughout AFMX. Great communication, time management and organization skills a must.

Merchandise Coordinator – will coordinate the sales of t-shirts, hats, water bottles and any other merchandise to be sold at venues. Will work closely with venue managers.

VIP Liaison – oversees all VIP services during AFMX including travel, transportation, hotel accommodations, VIP packets and credentials, itineraries for the week, welcome amenities to be placed in hotel rooms prior to arrival and any special requests.

Transportation Coordinator – responsible for transportation needs for all VIPs during the week. This includes coordination with airport meet and greets, transportation between hotels and venues and any additional VIP requests. The transportation coordinators must be available all week to dispatch drivers and be able to manage scheduling of drivers/meet and greet team.

Photography team – Photographers to shoot highlights of ALL of the events at AFMX.