

# BERKSHIRE INTERNATIONAL FILM FESTIVAL

## VOLUNTEER APPLICATION

Please return signed application to: BIFF, P.O. Box 237, Great Barrington, MA 01230

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

(Please circle answers)

Volunteers must be 18 years older. Are you 18 years old or older? Yes/No

Tell us about your availability: Days \_\_\_\_\_ Evenings \_\_\_\_\_ Weekends \_\_\_\_\_ Short Notice \_\_\_\_\_

Tell us about your experience and skills:

Do you have special events experience? Yes/No

Do you have retail experience? Yes/No

Have you worked in a customer service environment? Yes/No

Are you willing and able to perform heavy lifting? Yes/No

Are you willing to perform light lifting? Yes/No

Are you licensed and willing to drive? Yes/No

Do you have a commercial driver's license? Yes/No

Do you have copy editing/proofreading experience? Yes/No

Do you have data entry experience? Yes/No

Do you have bookkeeping experience? Yes/No

Do you have IT/networking experience? Yes/No

Do speak another language other than English fluently? Yes/No

If so, what language or languages, other than English, do you speak fluently? \_\_\_\_\_

Would you be willing to translate to a journalist, press or an audience? Yes/No

Circle the following in which you are proficient:

Mac    PC    Word    Excel    Access    Outlook    Filemaker    PowerPoint

Can you volunteer the use of your vehicle? Yes/No

Car    Truck    Van    Number of passengers \_\_\_\_\_

Please check any and all the departments you would like to work in:

\_\_\_ **Ushering** Taking tickets, roping off seats, directing patrons, ballot collecting, conducting surveys, staffing merchandise table

\_\_\_ **Staff Support** Answering phones, reception, data entry, filing, copying

\_\_\_ **Volunteer Dept.** Helping with mailings and phone calls

\_\_\_ **Special Events** Staffing galas and events

\_\_\_ **Box Office/Info Booth** Helping ticket buyers, providing festival information to the public

\_\_\_ **Print Traffic** Help with film logistics

\_\_\_ **Transportation Staff** and guest transportation

\_\_\_ **Guest Services** Assisting Hospitality staff with Festival guest needs

\_\_\_ **Publicity/Promotions** Get the word out by helping with community outreach and media relations, delivering program guides, distributing posters & flyers

Signature \_\_\_\_\_ Date \_\_\_\_\_