

BERKSHIRE INTERNATIONAL FILM FESTIVAL

2014 Festival Volunteer Information

Thank you for your interest in volunteering for the 2014 Berkshire International Film Festival (BIFF), which will be held May 29 – June 1 in Great Barrington and in Pittsfield. Please read carefully the following information about volunteering for BIFF - even if you've volunteered for the BIFF before, as several things have changed this year.

Commitment:

You must commit to a minimum of **three shifts** (4-6hrs each) during the festival, as well as mandatory volunteer orientation sessions prior to the festival. Also, you must be 18 years of age or older to volunteer for the festival.

Applying to volunteer for the Festival:

Download the application from the volunteer page on the festival website www.biffma.org, and complete all the required information. Mail the form to us using the contact information at the bottom of the volunteer application.

Every department needs help in a wide variety of areas. There is a place for all abilities and experience levels on the volunteer team. To find the best fit for you, we will assign you to a festival department based on your preference, experience, skills, and availability as detailed on your application form. We will do our best to assign you to a department that you will be happy with.

Code of Conduct:

Volunteers ensure the best film-going experience possible. All volunteer duties require outstanding people skills. These include the ability to interact with the public in a helpful, kind and courteous manner, and, say “NO” with grace and assertiveness. PATIENCE, rational thinking in hectic situations, and a willingness to do whatever needs to be done are necessary. We do expect volunteers to follow certain rules of behavior:

1. No drinking or drugs permitted during a shift.
2. No self-promotion (e.g. handing out business cards, marketing your movie) on shift.
3. The use of cell phones or email for personal reasons while on shift is not permitted.
4. Volunteers are not permitted to take celebrity photos at events or post them on Facebook, Twitter, Instagram...etc.
5. Volunteers must be on time for each shift; notify your coordinator 24 hours in advance (when possible) if you will be absent or tardy.

Requirements & Benefits

Requirements

- Commit to a minimum of **16 hours** (or 3-4 shifts @ 4-6 hours each)
- Attend mandatory pre-festival volunteer trainings
- Work full shifts – short breaks will be scheduled into your shift
- Distribute Flyers, Posters & Programs pre-festival
- Sign up in advance for specific shifts, as available
- Receive, read and respond to email – our primary mode of communication
- Volunteers must be at least 18 years of age

Benefits

- Free Admission to Closing Night Film with Voucher
- Free Admission to Films (when NOT on shift) with Volunteer Pass on a space-available basis only (that means if there are still seats after all Pass Holders, Ticket Holders & Rush Line Hopefuls have been seated)
- BIFF Reel Friends Membership
(Enjoy free/discounted film screenings year round – a \$50 value!)
- Private Volunteer Screening of a highlighted BIFF film
- Volunteer Wrap Party
- Refreshments during Festival based on availability
- Your name in print! (Acknowledgement in Program)
- BIFF Staff T-shirt

Important Dos & Don'ts

- An important change in this year's program: Volunteers will NOT be able to watch films while working their shift. Ushers and In-House Volunteers will be needed to circulate to relieve volunteers for bathroom and snack breaks.
- Because the Festival runs for only 3 days, BIFFMA depends on filling as many seats as possible for each and every screening with paying ticket holders.
- Volunteers may use their Film voucher to attend the Closing Night film or to see any film of your choice (excluding Opening Night, and when not volunteering, of course!) on a space-available basis (that means after pass-holders, ticket-holders and Rush Line patrons have all been seated.)
- If there's a particular film that you absolutely want to be sure to see, the only way to guarantee a seat, is to purchase a ticket prior to the screening.
- Volunteers are required to work at least one of their scheduled shifts before using their film voucher.
- Volunteers will get 20 minute breaks (one for a 4 hour shift, two for a 6 hour shift)
- Plan to have meals before or after your shift.

Volunteer Job Descriptions

Box Office Processing/Staff Support - Process ticket orders, as well as telephone orders; distribute guest tickets, passes, and BIFF gift bags as needed. Answer phones, run errands, distribute materials, etc. This position may involve pre-Festival work in the BIFF office.

Screening Control/Outside Theater Control - Fill usher, doorperson, and ticket taker positions as needed. Monitor lines prior to and during admission. This person must be mindful of the seating priorities accorded to pass holders, ticket holders, and rush line hopefuls. You will need to announce which line is which— for pass holders, individual ticket holders, and rush line hopefuls – and communicate with Inside Theater Control volunteers as you “release” each line and seats in the theater are filled.

Inside Theater Control - Protect “reserved” seating for Jury, Filmmakers & VIPs, count available seats for rush ticket sales, and notify Outside Theater Control as to the number of rush tickets available just before the screening is scheduled to begin. Scanning of passes before patrons enter.

Merchandise - Inventory setup, display, and sell film festival merchandise; keeping track of sold inventory, cash box picked up at the beginning of the day and returned to volunteer coordinator or manager at the end of the night. The transportation of inventory from one location to another may be required.

Special Events - Work premieres, parties, and events. Catering skills are a plus, checking guests at the door, distributing gift bags, checking passes and clean up after event is necessary.

Transportation - Transport filmmakers, VIPs, guests, and others to and from Great Barrington and Pittsfield; may include runs to all major airports, train stations, and frequent trips to and from The Red Lion Inn.

Office Assistance- Answer phones, run errands, assemble gift and filmmaker bags, assist in any last minute tasks that must be done right away.

Floater - Work in various festival departments as needed. Floaters receive different assignments on every shift depending on the day’s festival needs. Floaters need to check in with Festival Coordinators regularly. Floaters must be willing to any of the jobs listed on this page.

Pre-Festival Support – As we gear up for the festival, we always appreciate help with distributing posters, flyers & programs, organizing press book, some light office work, and a variety of other projects.

Promotion – Like us on Facebook, Tweet, Post & Share BIFF events from our Official Facebook Page and website!

Essential Festival Information

BIFF Office

40 Railroad Street, Suite #5 Great Barrington, MA 01230
Mailing address: P.O. Box 237, Great Barrington, MA 01230
Phone: (413) 528-8030

Website: www.biffma.org. Facebook: <https://www.facebook.com/biff.ma>
Twitter: @BIFFMA

Kelley Vickery, Founder & Director kelley@biffma.org
Lauren Ferin, Executive Assistant lauren@biffma.org (413) 281-1337cell
Ovation Tix: (online ticket/pass sales) (866) 811-4111

Volunteer Coordinators

- Gabrielle Senza, Volunteer Director – gabrielle@gabriellesenza.com Cell 413.717.0031
- John Clarke, Transportation Coordinator- beneathourtrain@hotmail.com
- Erica Heinlein, GB Volunteer Coordinator- ehlein@guidosfreshmarketplace.com
Cell 413-329-7923
- Paul Johansen, Pittsfield Volunteer & Program Distribution Coordinator-
Paul@biffma.org Cell 413-212-6132

Screening Venues

Triplex Cinema

Address: 70 Railroad Street, Great Barrington, MA 01230
Phone: (413) 528-8885
Website: www.thetriplex.com 528-8886
Contact Manager: Lisa Rizzo at (413) 528-8886

The Beacon Cinema

Address: 57 North Street, Pittsfield, MA 01201
Phone: (413) 358-4780
Website: www.thebeaconcinema.com
Contact: General Manager John Valente at (413) 358-4781 or
Adam Chait, at the same number x 3

The Mahaiwe Performing Arts Center

Address: 14 Castle Street, Great Barrington, MA 01230
Phone: (413) 644-9040
Website: www.mahaiwe.org
Beryl Jolly, Executive Director (413) 644-9040 ext.101
Michael Beuth, Box Office Manager (413) 644-9040 ext.1

Pass & Ticket Sale Information

All Passes On Sale Now via BIFF Office and www.biffma.org*

Passes

\$99 Under 25 All-Access Movie Pass allows pass holder admission to all movies and panel discussions throughout the Festival in Great Barrington and Pittsfield Must be under 25 years old

\$200 All-Access Movie Pass allows pass holder admission to all movies and panel discussions throughout the Festival in Great Barrington and Pittsfield

\$300 Tribute/Special Event Pass allows pass holder access to the Tribute Night cocktail party, reserved seating for Tribute Night Film, and admission to all Festival movies (including Opening Night film) and panel discussions throughout the weekend.

\$300 Opening Night Pass allows pass holder access to Opening Night Cocktail Party, reserved seating for Opening Night film, and admission to all movies (including Tribute Night Event) and panel discussions throughout the Festival weekend.

\$500 All-Inclusive BIFF Pass allows pass holder access to the Opening Night cocktail party and screening, the Tribute Night reception and screening, Filmmaker Cocktail Party, Juried Prize Brunch Closing Night event and admission to all movies and panel discussions throughout the weekend.

OTHER PASSES INCLUDE:

Filmmaker, Press, Sponsor and Volunteer (obviously)

* Passes sold on a first-come first-served basis.

Individual Tickets (\$12)

Online (www.biffma.org) Theater Mania/Ovationtix (866)-811-4111

*Tickets for all films may be purchased in advance at the Triplex, Beacon and tickets for films being screened at the Mahaiwe can be purchased through their box office as well.

Dates to Keep in Mind

Thursday, May 29th

Opening Night Event, Screening at the Mahaiwe

Friday, May 30th

Screenings 9am – 9pm in GB

Opening Night Event and screening in Pittsfield at the Beacon, Berkshire Bank announces Next Great Filmmaker Award

Filmmaker Cocktail Party sponsored by the Red Lion Inn

Saturday, May 31st

Screenings 9am – 9pm in GB

Screenings 9am – 5pm in Pittsfield

Tribute/Special Event at the Mahaiwe Theater

Sunday, June 1st

Screenings 9am – 9pm in GB

Screenings 9am – 5pm in Pittsfield

Juried Prize Award Brunch

Closing Night Film Event

Closing Night Party at Castle Street Café