

**Your ticket to Australia's  
World Indigenous Film Festival  
in Sydney.**



**Winda Film Festival**

**Volunteer Info Pack**

**Festival: 22-25 November 2018**

# 1. INTRODUCTION TO FESTIVAL

Winda Film Festival is a four-day Festival which will run from **Thursday, 22 – Sunday, 25 November 2018** to be held at the Event Cinemas, 505-525 George Street in Sydney, New South Wales.

This is the third year for Winda Film Festival which is focused on Indigenous filmmakers from across Australia and the world.

This years Festival, there will be a collection of curated works by Australian and international Indigenous filmmakers focusing on celebrating Indigenous Films Under the Milkyway.

It is run by a not-for-profit incorporated organization Wurhu Darhuy Foundation, (Meaning Our Voices in Yaegl) is a collective of Indigenous Filmmakers who are interesting in supporting the growth of the industry and creating a world class event celebrating the best of global Indigenous film. In addition to this, we understand the Festival could not operate without the help and support of volunteers. And we need you!!

With an engaging mix of screenings, a youth focused screening, social events, special guest masterclasses and a virtual reality session, Winda is an exciting and unique volunteering and networking opportunity.

## **2. WINDA VOLUNTEERS**

The Winda Film Festival Volunteers will play a vital part in the viability of the Festival. Without the volunteers who will fill the wide variety of roles on offer at Winda Film Festival this community, not-for-profit event could not operate. They are the ambassadors for the Festival – the smiling face welcoming visitors, the local knowledge that helps create a unique atmosphere and our biggest fans out in the community.

As a fairly new Festival, we understand the importance and the impact volunteers have on an event like Winda. Not only do they contribute enormously to the Festival but they also enhance social cohesion, strengthen communities and provide benefits for themselves.

We know volunteers come from all walks of life and have varying levels of skills and involvement. Some can only do one or two shifts through the Festival period; others will dedicate themselves to the whole Festival. It's up to you! What everyone agrees on is that it is a fantastic way to give back to the community, meet like-minded people, have a great time and maybe even meet some stars.

## **3. BECOMING A WINDA VOLUNTEER**

To become a Winda Volunteer please register online here: [Winda Volunteer Registration Form](#)

If you have any enquiries please get in contact with our Winda Volunteer Coordinator on email [volunteers@windafilmfest.com](mailto:volunteers@windafilmfest.com)

## 4. WINDA VOLUNTEER ROLES & DESCRIPTIONS

<b>ROLE</b>	<b>FESTIVAL ADMIN ASSISTANTS (PRE &amp; POST EVENT)</b>
<b>RESPONSIBLE TO</b>	Volunteer Coordinator & Festival Directors
<b>LOCATION</b>	Marketing/promotional distribution in and around Inner Sydney and City area
<b>DESCRIPTION</b>	<p>A wide variety of assistance is required in the lead up to the Festival and a day or two after the Festival. Based on your skills and experience we can identify areas where you can help</p> <ul style="list-style-type: none"> <li>• Promotion of the event through poster and event program distribution</li> <li>• Assisting with packing of Festival Bags and preparing Delegate lanyards</li> <li>• Collecting and delivering goods</li> <li>• Setting up venues including signage and layout</li> <li>• Administration assistance</li> <li>• Assist with signage – ensuring packaged correctly for pickup</li> <li>• Packing equipment post event</li> </ul>
<b># OF VOLUNTEERS</b>	2-3 per event
<b>ROLE</b>	<b>EVENT ASSISTANTS</b>
<b>RESPONSIBLE TO</b>	Volunteer Coordinator & Festival Directors
<b>LOCATION</b>	Event Cinemas George St, Boomalli Gallery or UTS
<b>DESCRIPTION</b>	<p>Provide support to the Festival Event team at various events during the whole Festival.</p> <ul style="list-style-type: none"> <li>• Assist with styling of events</li> <li>• Greeting guests</li> <li>• Help with assisting during the event</li> <li>• A can-do attitude and a willingness to help is essential for these roles</li> <li>• A good level of physical fitness and mobility is required</li> <li>• Assistance pre &amp; post Festival to ensure that equipment is set up and broken down at the events</li> <li>• Additional assistance may be required at the Festival Hub office</li> </ul>
<b># OF VOLUNTEERS</b>	2-4 per event
<b>ROLE</b>	<b>SOCIAL MEDIA ASSISTANTS</b>
<b>RESPONSIBLE TO</b>	Social Media Coordinator
<b>LOCATION</b>	Festival only

DESCRIPTION	<ul style="list-style-type: none"> <li>• Help assist with posts and managing our social media channels on Twitter, Facebook and Instagram.</li> <li>• Help with Hootsuite, scheduling posts.</li> <li>• Encouraging others to comment on our posts and share them with others</li> <li>• Increasing the numbers of people following our posts on social media and encouraging people to check out the website</li> </ul>
# OF VOLUNTEERS	1 daily
ROLE	<b>GUEST SERVICES ASSISTANTS</b>
RESPONSIBLE TO	Guest Services Coordinator
LOCATION	Event Cinemas George St, Welcome Gathering or UTS
DESCRIPTION	<ul style="list-style-type: none"> <li>• Assist with checking in process for Festival Delegates picking up passes, tickets and swag bags</li> <li>• Greet and assist Festival guests with enquiries regarding the Festival</li> <li>• Will need to be organised, tech savvy and have a pleasant manner</li> <li>• Can be a very busy role at peak periods</li> <li>• Ability to communicate clearly and concisely with a large variety of guests</li> <li>• Based at the Guests Services desk at Welcome Gathering and Event Cinemas</li> </ul>
# OF VOLUNTEERS	1-2 daily
ROLE	<b>FESTIVAL DRIVERS</b>
RESPONSIBLE TO	Volunteer Coordinator and Executive Director
LOCATION	Travel between airport, bus, train, hotels, cinema, festival venues
DESCRIPTION	<ul style="list-style-type: none"> <li>• Using a hire 12-seater van, transport guests and VIPs to and from airport and their accomodation within the inner Sydney areas.</li> <li>• A great deal of flexibility is required as we often have no prior warning of transfer requests.</li> <li>• Wherever possible a driver will be assigned to a VIP for the duration of their stay</li> <li>• Need to be aware of sensitivities surrounding guests – empathetic to their need for privacy and desire to stay low key.</li> <li>• Please be aware that volunteers for these roles will generally be hand-picked to suit the requirements of the position</li> </ul>
# OF VOLUNTEERS	1-2 drivers over the course of the Festival running off a schedule
ROLE	<b>AIRPORT MEET &amp; GREETs</b>
RESPONSIBLE TO	Festival Driver/Festival Directors
LOCATION	Sydney Airport, Train and Bus Stations

<b>ROLE</b>	<b>VIRTUAL REALITY ASSISTANTS</b>
<b>RESPONSIBLE TO</b>	Festival Directors
<b>LOCATION</b>	VR POD, UTS FOYER (TOWER 1)
<b>DESCRIPTION</b>	<ul style="list-style-type: none"> <li>• Encourage people to try out the VR experience. Tell them about Winda Film Festival and the VR works.</li> <li>• There will be short films playing as part of this session. Encourage people to check out films.</li> <li>• Knowledge of VR helps so you can explain the general concept to people unaware.</li> <li>• This session is only on Friday 23 November (times TBC)</li> </ul>
<b># OF VOLUNTEERS</b>	2-3 (only one day)