

Inside Out

#InsideOut22

MAY 26 – June 5, 2022

VOLUNTEERING WITH THE TORONTO 2SLGBTQ+ FILM FESTIVAL

Inside Out 2SLGBTQ+ 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.

VOLUNTEER ROLES & RESPONSIBILITIES

▪ **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.

▪ **Merch Booth**

Merch booth volunteers are responsible for managing sales of Inside Out merchandise at the Merchandise Booth (location to be confirmed). This involves processing debit and credit payments through the Square platform, handling cash and handing out orders.

▪ **Guest Experience Volunteers**

Guest Experience Volunteers represent the festival to all festival members and industry guests. They work at the Guest Desk at Inside Out's Festival Lounge in Artscape Sandbox. Volunteers greet directors, industry representatives and other festival guests, hand out guest benefit envelopes and guest bags, answer questions and provide directions to those visiting from out of town. Guest Experience Volunteers report to the Guest Experience Manager (guest@insideout.ca). At the beginning of each shift Volunteers check in with the Volunteer Captain on duty at the Festival Lounge.

- **Membership Volunteers**

Membership Volunteers represent the festival to all festival members and work at the Membership Desk located in the theatre. Volunteers greet members, address membership questions and concerns, distribute festival T-shirts to members and to volunteers. Membership Volunteers report to the Director of Development (elie@insideout.ca) and/or Front of House Representatives at TIFF. At the beginning of each shift Volunteers check in with the Volunteer Captain on duty in the 4th floor volunteer lounge at TIFF.

- **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 the Festival Volunteer Coordinator (volunteers@insideout.ca). Questions or problems related to Membership can be directed to the Director of Development, Elie Chivi, at elie@insideout.ca.

- **Party/Event 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 Director of Operations and Events (kelsey@insideout.ca).

- **Festival Lounge Volunteers**

2022 marks a return to Inside Out's dedicated Festival Lounge at Artscape Sandbox. Volunteer roles at this venue include helping to set it up for various activities, take down after activities or work as a Greeter or Door Monitor. Set Up and Take Down shifts will involve lifting and carrying and moving furniture. Greeters / Door Monitors should be friendly and be prepared to work outside.

To volunteer, visit www.insideout.ca/volunteers/ or write to volunteers@insideout.ca.