



Volunteer FAQ

What does a volunteer actually do?

Volunteers make our Festival possible through their assistance in a wide variety of responsibilities. Specific positions include usher, venue host, banner set-up and take-down, headquarters volunteer, box office/merchandise, and party host.

Can I sign up for more than one team or position?

Yes, but we encourage our volunteers to focus their efforts on one specific team/position, as it helps build expertise and familiarize you with your team.

Are volunteers still needed for this year's Festival?

Yes! We are always in need of volunteers for the Festival. We never put a cap on the number of volunteers needed for our ever expanding Festival, and we are always looking for more.

How do I become a volunteer?

Becoming a volunteer for the Festival is actually quite simple. Attend one of our mandatory orientation meetings for volunteers, where you will receive a password to view your preferred assignments. If you haven't volunteered in the past, email stephanie@santafe.film for an invitation to this volunteer meeting.

VOLUNTEER LOCAL

Setting Up Your Online VOLUNTEER LOCAL account:

- Go to: <https://sfiif.volunteerlocal.com/volunteer/?id=56730>
- Sign up with your:
 - Email Address, Name, Mobile Phone Number, and Birthdate
- Please note, this system doesn't require an individual password
- If you're a Party Host, you must upload verification of being aged 21+
- You will be able to view open shifts with the password provided at SFiFF's Volunteer Orientation Meeting.
 - To learn more about attending a Volunteer Orientation, please email stephanie@santafe.film
- Once you've entered your password, the Available Shifts listed can be filtered by Location, Date, or Calendar view.
- Simply check the box next to the shift(s) you'd like to work, fill out the form with your Email Address, Name, Phone Number, and Birthdate, (and Identification, if you're a Party Host) and then click "Sign Up To Volunteer" at the bottom of the page. You will need to use an active email address to access your Volunteer Local account.



- NOTE: Each time you sign up for shifts, you'll need to fill out the form at the bottom of the page, so the quickest way to sign up is to select all your desired shifts before filling in the form and clicking "Sign Up To Volunteer"
- Once you've signed up for a shift(s), you will receive a confirmation email with a link to sign up for additional shifts, plus a link to "Open Your Profile." If you do not see an email, please check your spam folder.
- To cancel a shift (at least 24 hours before it begins), click on "Open Your Profile" from this confirmation email. Next to each shift you've signed up for, you may click on "Cancel This Shift" to cancel.
- PLEASE NOTE: Although you may cancel a shift on Volunteer Local at any time, you MUST cancel your shift at least 24 hours in advance of your shift, so that SFiFF may find a replacement to cover your assignment. Canceling a shift within 24 hours may result in forfeiture of volunteer credentials.

How will I know when and where the volunteer meetings are being held?

If you have signed up for Volunteer Local or volunteered in the past, you will receive an email with all the information you need to attend. Typically, meetings are held at the Jean Cocteau Cinema, 418 Montezuma Avenue, Santa Fe, NM.

What's the purpose of the volunteer meetings?

These meetings serve as a general introduction to our staff and other volunteers for the Festival. Any questions you may have at that point will be answered, and we will go over the volunteer manual. Fear not, the meetings typically only run for approximately 45 minutes, and you can expect refreshments to be served.

I'm a returning volunteer. Am I still required to attend a volunteer meeting?

Yes, these meetings are important for all volunteers as they are not only about SFiFF in general, but also this year's specific festival. Each year we provide a unique festival experience, so topics such as: where events are being held, which venues are being used, and what is required of our volunteers, will need to be addressed, year-to-year, to everyone involved. Also, the meeting is where we will provide your assignment password.

What are the benefits of becoming a volunteer?

By becoming a part of the Santa Fe International Film Festival, you will get the opportunity to meet filmmakers from all around the world, attend screenings while off-duty, gain valuable experience, earn community service hours, and have a great time, all while supporting one of Santa Fe's most celebrated annual events.

What is the minimum amount of hours required for a volunteer?

SFiFF requests that Volunteers sign up for at least 3 shifts (or a total of approximately 12 hours) during the Festival. If you've committed to 3 shifts, your volunteer badge



will get you into any screening that is not sold-out. Volunteers who cannot commit to 3 shifts may earn 2 tickets to non sold-out showings, for each shift worked.

Does my Volunteer Badge get me into sold-out screenings?

No.

Does my Volunteer Badge get me into any of the special guest presentations or networking parties?

Due to the Covid-19 pandemic and limited event sizes, volunteer credentials will not provide access to any events, except for non-sold-out film screenings

Does SFiFF need volunteers year-round?

Absolutely! While the majority of our volunteer opportunities occur during the festival, we have other positions available throughout the year.

Where do I pick up my volunteer badge?

Starting on Wednesday the week of the festival, your volunteer badge will be available at festival headquarters at the Hilton Santa Fe Ballroom. Please pick up your Volunteer Badge before your first shift.

Is there a volunteer dress code?

We kindly ask our volunteers to dress nicely in black. Slacks, pants, or a skirt, as well as a shirt, blouse, sweater, or collared polo are acceptable options. Volunteers must also wear their Volunteer Badge at all times throughout their shifts.