

Volunteers needed for the 12th Japanese Film Festival

The Japan Foundation Sydney is seeking volunteers for the 12th Japanese Film Festival. There are three different kinds of volunteers we are looking for. Please read carefully the following information and for further information or to apply, contact Teruyo Horie.
Tel: 8239 0062 Email: teruyo_horie@jpf.org.au

Application Deadline

1. Pre-Festival Marketing Volunteer – Friday 31 October
2. Pre-Festival Volunteer – Friday 7 November
3. Festival Volunteer – Friday 21 November

1. Pre-Festival Marketing Volunteer

Date	Mon 4 November – Fri 14 November
Time	10am – 4pm (1hr lunch break)
Location	Japan Foundation Sydney
Duties	<ul style="list-style-type: none">• Source and build relationships with various venues for festival promotion• Arrange for mailout and distribution of festival collateral to agreed venues

Please let me know your name, contact details (mobile phone number and email address etc.) and the date(s) you wish to work. We pay \$10 per day for your work.

2. Pre-Festival Volunteer

Date	TBC (Sometime after 17 November before the festival)
Time	TBC (more than 4 hours per day)
Location	Greater Union on George Street
Duties	<ul style="list-style-type: none">• Decorate the entrance of the cinema and set up an information booth at designated area of venue• Remain at the information booth being first point of contact with patrons, promoting the festival with program giveaways

Preferably people who are interested in design or art. Please let me know your name, contact details (mobile phone number and email address etc.) and the date(s) you wish to work. We pay \$10 per day for your work.

3. Festival Volunteer

Date	Middle of November – Mon 1 December (Prior to Film Festival) Tue 2 December – Tue 9 December (During Film Festival)
Time	See the attachment (Please come to Greater Union 40min prior to your scheduled session)
Location	Greater Union on George Street
Duties	<ul style="list-style-type: none">• Set up the information desk/TV/surveys & boxes and any other material necessary, if it is not already there.• Assist patrons with directions to the cinema and seating for particular sessions (please note this will vary for each session so you will need to check first thing when you arrive).• Queue control- maintaining clean queues not blocking the general public.• Hand out surveys to patrons prior entering the cinema (begin approx. 30 min. before session), collecting the surveys immediately after the session and counting responses submitted.• Help at the information desk with handing out JFF flyers and answering JFF enquiries (i.e. about films, ratings, ticketing etc.). If you are unsure please talk to a staff member or refer patron to a staff member.• Check that all JFF posters and marketing materials are neat and tidy around the cinema.• Assist staff members to pack up if you are the last session for the day.

We'll have an orientation for this work before the Film Festival. Please let me know your name, contact details (mobile phone number and email address etc.) and the date(s) & session(s) you wish to work.

We provide you with a free Japanese Film Festival T-shirt, free movie tickets for your assistance with the Film Festival (dependant on the number of shifts worked) and an invitation to the festival closing after-party.

Screening Schedule

Date	Time	
Tue 2 Dec	8:00pm – 9:45pm	Opening
Wed 3 Dec	6:30pm – 9:00pm 9:15pm – 11:15pm	Movie Movie
Thu 4 Dec	6:30pm – 8:50pm 9:05pm – 10:35pm	Movie Movie
Fri 5 Dec	10:30am – 12:30pm 6:30pm – 8:40pm 8:55pm – 10:55pm	School Visit Movie Movie
Sat 6 Dec	1:30pm – 3:45pm 4:00pm – 5:40pm 6:00pm – 8:25pm 8:40pm – 10:20pm	Movie Movie Movie Movie
Sun 7 Dec	1:00pm – 3:00pm 3:15pm – 5:05pm 5:20pm – 7:20pm 7:40pm – 9:40pm	Movie Movie Movie Movie
Mon 8 Dec	6:30pm – 8:00pm	Australia-Japan Student Film Forum
Tue 9 Dec	6:00pm – 7:40pm 8:00pm – 10:10pm	Movie Closing