

# Dreamspeakers International Film Festival

Edmonton, Alberta

June 3-7, 2008

## Volunteer Application Form

The Dreamspeakers Film Festival depends on the generosity of volunteers each year. As a non-profit organization we are grateful for the donation of time, talent and energy made by our volunteers. We could not do it without you.

### As a volunteer we ask you to:

- ⌚ Complete this form, letting us know your contact information, availability and preferences.  
Please return to:  
*Dreamspeakers Film Festival, 8726 – 112 Avenue, Edmonton, Alberta, T5B 0G6,  
Fax 378-9611, E-mail: info@dreamspeakers.org*
- ⌚ Attend a volunteer orientation.
- ⌚ Work volunteer shifts as scheduled and HAVE FUN!

### Contact Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

T-Shirt Size: (Small, Medium, Large, X-Large) \_\_\_\_\_

**Availability:** Please indicate (approximately) your availability from June 3-7 2008.

Tuesday 3	Wednesday 4	Thursday 5	Friday 6	Saturday 7

### Preferences/Interests: *Please Indicate 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> Choices*

\_\_\_ **Pre-festival Crew**- volunteers require to help distribute posters, help out at festival office where required, before the festival.

\_\_\_ **Box Office/Ticket Sales Crew** – sales for all events, venues, special events, merchandise sales.

\_\_\_ **Youth Day**- registration, guides, chaperone youth, help distribute lunch, and security.

\_\_\_ **Hospitality/Party Crew** – greeting festival guests, distributing festival information, working on special events, festival liaison between filmmakers and the community

\_\_\_ **Festival Office Crew** – assist with general office administration during the festival including telephone, computer, mailings, media correspondence, etc

\_\_\_ **Workshops** – ensure presenters have required equipment, take registration and payments for participants, set up of workshop room.

\_\_\_ **Transportation Crew** – Airport pick-up/return of VIP guests.

*Do you have your own vehicle? Y \_\_\_ N \_\_\_*

*Would you be willing to use it for the festival? Y \_\_\_ N \_\_\_*

\_\_\_ **Roamer** – to fill in wherever needed.

**THANK YOU!!!!**

## **VOLUNTEER RESPONSIBILITIES**

1. Read the volunteer position descriptions below to be aware of your position and what is required of you.
2. Volunteers are expected to serve at least 8 hours of service in order to be considered for all the full benefits of the festival, these will be discussed during the orientation meeting.
3. Attend a volunteer orientation before the festival for time, location and position final confirmations (time and date T.B.A.).
4. Check-in with Volunteer Coordinator at festival and work your scheduled volunteer shift.
5. Notify Volunteer Coordinator (A.S.A.P.) if you are unable to fulfill any of your volunteer responsibilities.
6. Enjoy yourself and the events of the festival!

## **VOLUNTEER POSITIONS**

The festival relies on many dedicated volunteers to assist in the smooth operation of its annual event. Examples of volunteer activities are: Box Office/Sales, Hospitality, Festival Administration, Workshops, and Youth Day. Volunteers are recruited from the general public via the Volunteer Action Centre, mail out and posters.

### **Box Office/Sales**

- Sales for all events, venues, special events, merchandise sales (t-shirts).

### **Hospitality**

- Greeting festival guests, distributing festival info, working on special events, etc.
- Showing our VIP's to and from Dreamspeakers venues, or around Edmonton.
- Airport pick-up/return of special guests and local transporting of festival guests.
- Making sure hospitality area for is stocked with drinks and refreshments.
- Provide VIP's with requested items (reasonable).
- Purchase items as requested/required.

### **(Pre) Festival Office**

- Assist with the general administration of the festival during the festival, including telephone, computer input, mailings, public relations and publicity, and media correspondence
- Other duties as assigned by ED
- Selling tickets for Opening and Closing night gala's
- Posting posters around Edmonton and to Aboriginal organizations.

### **Workshops**

- Ensure all equipment/handouts required for workshop are present, as well as drinks and refreshments are available.
- Take registration and workshop payments from participants and give receipts.

### **Youth Day**

- Set up of equipment before, during and after events ( may require heavy lifting)
- Volunteers needed to take registration, serve lunch/snacks during breaks, and take payment for registration.
- Security, crowd control of youths.
- Chaperones (for those youth without one)
- Guide, to show youths where workshops & screening are take place.

### **Roamer**

- to fill in wherever needed

### **Tent Set-up**

- Help assemble tents before and after trade fair in Churchill Square

## **Background Information of Dreamspeakers Int'l Film Festival**

### **\*All Volunteers Please Read\***

Dreamspeakers Festival Society is a non-profit organization which celebrates the films of Aboriginal filmmakers from around the world. In the past, our festival has attracted artists from as far as Australia, New Zealand, Mexico, Italy, United States and South America. We have also had the pleasure of welcoming industry personalities such as Adam Beach, Buffy Ste. Marie, Tantoo Cardinal, August Schellenberg, Molly Culver, Graham Greene, Douglas Spotted Eagle, Wes Studi and Ulali, to name a few.

*Dreamspeakers Film Festival* is celebrating its 12<sup>th</sup> festival in June 2007 and is anticipated to include an exceptionally commanding line-up of films and workshops. The festival will also include a Youth Day, an Opening night Ceremony, VIP Gala, trade & Career Fair, Open Stage, Dinner & a Movie and the Induction of Actors into our Aboriginal Walk of Fame.

*Dreamspeakers Film Festival* also provides professional opportunities for youth by encouraging youth involvement in the film industry, and by providing valuable hands-on experience, skills, and workshops for youth. With this partnership, and with the support from our community, we can provide these flourishing young filmmakers with a career choice that will give them a goal to strive for and to succeed.

### **ORGANIZATION PROFILE**

*Dreamspeakers Film Festival's* mandate and objectives are to support, promote and market Aboriginal culture, art and heritage. It is a resource for aboriginal filmmakers, directors, scriptwriters, cameramen, technicians, actors, musicians, storytellers, artists and craftspeople. The Society is also a resource bank — a way to get in touch with Aboriginal filmmakers, performers and artists. And through Dreamspeakers, Aboriginal people receive training in arts, culture and festival operations.

*The Dreamspeakers Festival Society* commenced operations in 1991 and hosted a festival one year later. The Society was formally incorporated in 1993 and ran until the fall of 1998. In 2000, a small group of volunteers initiated the planning strategy necessary to revive the organization. It was strongly felt that the internationally recognized festival provided a significant contribution to the Aboriginal community, and was too valuable a resource to abandon. In order to reclaim our pride and heritage, and our rightful place within the international festival community, the festival created a new Board of Directors and operates under new management. Dreamspeakers Festival Society has a Provincial wide mandate and the head office is located in Edmonton at 8726-112<sup>th</sup> Avenue.