

Volunteers needed for the 11th Japanese Film Festival

The Japan Foundation Sydney is seeking volunteers for the 11th Japanese Film Festival. There are 3 different kinds of volunteers we are looking for. Please read carefully the following information and for further information or to apply, contact Chisato Nakayama (8239 0062 / Chisato@jpf.org.au).

Application Deadline

1. Festival Marketing Volunteer – Friday 26 October
2. Festival PR Volunteer – Friday 2 November
3. Festival Volunteer – Friday 16 November

1. Festival Marketing Volunteer

Date	Mon 22 October – Fri 2 November
Time	10am – 4pm (1h lunch break)
Location	Japan Foundation Sydney
Duties	<ul style="list-style-type: none">• Make phone calls to shops and restaurants• Mail and distribute posters and flyers to shops or restaurants

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. Festival PR Volunteer

Date	TBC (Sometime after 1 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 with posters and flyers at the entrance of cinema and set up information booth at the ticket box office area• Stay at the information booth near box office and hand out flyers to general people

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	Thu 29 November – Sat 8 Dec (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 for that session (please note this will vary for each session so you will need to check first thing when you arrive). • Help keep the patrons in clear queues (if ropes are required please arrange). • Hand out surveys prior to patrons entering the cinema (begin approx. 30 min. before session) and collect the surveys immediately after the session. • 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 a Japanese Film Festival T-shirt and some free movie tickets for your assistance with the Film Festival.