

Your ticket to
Western Australia's
Premiere Destination
Film Festival



CinefestOZ

Movie Crew Info Pack

23rd - 28th August 2022

1. INTRODUCTION TO THE FESTIVAL

CinefestOZ is a well-established five-day destination film festival held each year in late August in the South West Region of Western Australia. From the beginning CinefestOZ has been embraced by the local community and has rapidly built recognition and respect from the West Australian and Australian film industry.

It is run by a not-for-profit incorporated organisation with a highly skilled and business orientated Board of Directors combined with a staff made up of full time, part time and contracted people whose roles are to deliver a world class event celebrating the best of Australian and French film in a beautiful location. In addition to this, without which the Festival could not operate, there are close to 300 volunteers, known as **Movie Crew**, who donate their time to a number of roles throughout the Festival period.

With an engaging mix of screenings, gala events, lunches at wineries, industry discussions and workshops sponsored by film agencies and associations, script readings and sidebar events in local cafes and wine bars the festival became the largest in Western Australia within four years, and can now claim to be the most prestigious and largest destination film festival in Australia providing our film makers with unique networking opportunities and audience engagement.

In 2022 we are delighted to be hosting for the eighth year, the CinefestOZ Film Prize which is a \$100,000 prize awarded to an Australian Feature Film. This is Australia's richest film prize and is a major drawcard for additional Australian films being made available to the Festival, as well as further building on the prestige of CinefestOZ.

Significant achievements for CinefestOZ include:

- Over 150 ticketed screenings of feature films, documentaries and short films and a further 160 free community screenings and 10 ticketed lunches or workshops in 2018.
- Attracted international filmmakers such as Fred Schepisi, David Wenham, Rachel Ward, Bryan Brown, Hugo Weaving and Jack Thompson in support of the festival and the WA film industry.
- Demonstrated an increased level of community engagement, through increasing locations of free community screenings from Busselton only in 2011, to Bunbury, Busselton, Margaret River & Augusta in 2013, Dunsborough in 2015 and from 2021 Albany was also included.
- The Cinesnaps Schools Program continued to build new audiences for Australian film and engage South West students in outstanding film industry insights. In 2021, over 5,500 students participated in the 70 film activities on offer.
- The introduction of IndigifestOZ in 2015, enabling a further focus on indigenous content and participation in the festival, including a retrospective on the work of Kelton Pell and a unique selection of Indigenous shorts and features.
- Helped create the film friendly environment that has enabled 7 feature films to be made in the South West of WA.
- Established strong partnerships with government and sponsors who recognise the event and its value to community cultural growth, tourism and the film industry

2. MOVIE CREW

The CinefestOZ Movie Crew play a vital part in continuing the viability of the Festival. Without the volunteers who fill the wide variety of roles on offer at CinefestOZ this community, not-for-profit event could not operate. They are the ambassadors for the Festival – the smiling face welcoming visitors, the local knowledge that helps create a unique atmosphere and our biggest fans out in the community.

In previous years there have been up to 300 volunteers who played a part in the Festival – this ranged from our volunteer Board, Interns gaining work experience and community members who donned the beret and transformed into Movie Crew.

CinefestOZ runs from Tuesday 23rd August to Sunday 28th and will see a multitude of events happening during this time. In many cases there will be multiple events happening at the same time in different towns, different venues and of a wide variety of types.

Movie Crew are from all walks of life and have varying levels of involvement. Some can only do one or two shifts through the Festival period; others will take the week off and spend their every waking moment breathing in the Festival. It's up to you! What everyone agrees on is that it is a fantastic way to give back to the community, meet like-minded people, have a great time and maybe even meet some stars.

Movie Crew are needed for screenings and events across the South West including the towns of Augusta, Margaret River, Dunsborough, Busselton, and Bunbury. We will be holding volunteer briefings in late July and early August in Margaret River, Busselton and Bunbury where new and returning Movie Crew can get together to talk about the Festival, what Movie Crew will be doing and to meet some of the CinefestOZ team.

Each volunteer with the Festival gets a Movie Crew polo shirt, a very stylish red beret (linking back to the French roots of the Festival) or blue if you're located in Bunbury and at the end of the Festival you're issued with a gold star. These badges are worn with pride by our repeat Movie Crew.

Each year at the end of the Festival we throw a little Thank-you for you, our wonderful Movie Crew. This is held on the Sunday 28th and includes food and drink plus afterwards you can head over to Orana Cinemas for a screening of one of the fantastic films.

3. BECOMING MOVIE CREW

So you've read all this and are still interested? Excellent news! It's a great week of film, entertainment, good times and wonderful people so we'd love to have you as part of the Movie Crew team. For more information about the variety of roles available, keep reading.

If you know enough, head to www.cinefestoz.com/join-and-support/volunteer-for-the-film-festival/ where you can fill in our volunteer registration form.

Listed on the website is also the Movie Crew Code of Conduct, you will need to read this and acknowledge on your registration form that you agree to abide by the guidelines outlined in the Code of Conduct.

Even if you don't know your availability as yet please register your interest and known availability for this year's Festival so we can start planning. Ideally we will need to know availability by the first week of August.

We will be in touch periodically in the lead up to the event and full roster will be released approx. 2 weeks prior to the Festival.

If you have any more enquiries please get in contact by emailing moviecrew@cinefestoz.com.

4. MOVIE CREW JOB DESCRIPTIONS

More detailed descriptions of the variety of roles available are outlined below but there are a few principles that apply across the board for all of the vital Movie Crew roles. Be aware you can (and possibly will!) do more than one role across the Festival – don't limit yourself.

Movie Crew are part of the CinefestOZ team and as such we are providing a service to our guests – be that paying customers, sponsors, stakeholders, invited guests or the wider public. All Movie Crew roles require **a degree of flexibility, a sense of humour and a willingness to help - all with a big smile!**

There will be times when your role may be a bit quiet – **take the initiative!** Spot the task that needs doing, ask your team leader/supervisor if there is something you could help on. Often your role may be quiet but another one is flat out so jump in and help them out. We're all in the fun together!

Another point to note is **start and finish times**. Please make sure that you arrive in plenty of time for your shift – you will need to sign on, identify yourself to your team leader and be ready to roll at your start time (sometimes these are very time critical!). Finish times are there for a reason, as unglamorous as it can be, we need to pack up and clean up at the end so we appreciate you sticking around to help with that (unless otherwise indicated by your team leader of course!). Also even if you think you have finished, please check with your team leader. If something is running late or there's been a change in the schedule we may need a little bit of extra help – if you are able to do that, fantastic!

We only have a limited number of Movie Crew required in certain areas so unfortunately we can't always place you in the area you have requested – we guarantee you'll have a great time wherever you are, but we will do our best to place you in your preferred area. Those who have volunteered with us for a number of

years will get preference on their choices, we love that we have such passionate volunteers who keep coming back.

Listed in the descriptions below is **who you will be responsible to** – this may change dependent on where you are rostered but we will endeavour to advise you in advance who your team leader is. The Movie Crew Officer is responsible for the overall wellbeing and management of the Movie Crew – they won't necessarily be the person responsible for you on the day. Please contact the Movie Crew Officer for any changes to your availability, to confirm shifts or with any general enquiries.

ROLE	Pre Festival & Post Festival
LOCATION	Busselton Marketing/promotional delivery around South West and Perth
RESPONSIBLE TO	Various
DESCRIPTION	<p>A wide variety of assistance is required in the lead up to the Festival and then again in the week after the Festival. Based on your skills and experience we can identify areas where you can help</p> <ul style="list-style-type: none"> • Promotion of the event through poster and event program distribution • Assisting with packing of Festival Bags and preparing VIP lanyards • Collecting and delivering goods and VIP packs • Setting up venues including signage and layout • Assisting with bump in/bump out of the Festival Hub and Office • Administration assistance • Assist with signage reconciliation – ensuring packaged correctly for pickup • Packing equipment post event
ESTIMATED # OF VOLUNTEERS	Varies dependent on task and availability

ROLE	Bump In & Bump Out
LOCATION	Events in Busselton, Margaret River & Bunbury Festival Office, Busselton
RESPONSIBLE TO	Venue Officer, Event Officer
DESCRIPTION	<ul style="list-style-type: none"> • Provide support to the Festival team in re-setting Festival Hub during the day for each upcoming event • Restocking, resupplying and tidying • Assist with styling of Festival Hub

	<ul style="list-style-type: none"> • A can-do attitude and a willingness to help is essential for these roles • A good level of physical fitness and mobility is required • Assistance pre & post Festival to ensure that equipment is set up and broken down in the Festival Hub • Additional assistance may be required at the Festival office
ESTIMATED # OF VOLUNTEERS	Minimum of 3-4 people per day (including Tuesday pre Festival and Monday post Festival). Additional people for key events

ROLE	Usher & Cinema Presentation
LOCATION	Events in Busselton, Margaret River & Bunbury
RESPONSIBLE TO	Cinema Team Leader, Movie Crew Officer, Events Manager
DESCRIPTION	<ul style="list-style-type: none"> • Meeting and greeting • Collecting/scanning tickets • Close cinema doors when screening commences • Reserving priority seating for VIPs with signage on seats and ushering guests to seats if required • Ensuring that the cinemas and foyer are well presented throughout the day. • Assisting in cleaning of foyer and cinemas. Once a screening finishes, check the cinema for rubbish, clean/tidy ready for next screening • Assist with management of Festival guests for premiere events
ESTIMATED # OF VOLUNTEERS	6-8 volunteers on each shift throughout the Festival, generally 3 shifts per day

ROLE	Door Meet & Greet
LOCATION	Premiere Events in Busselton, Margaret River & Bunbury
RESPONSIBLE TO	Venue Officer, Events Officer
DESCRIPTION	<ul style="list-style-type: none"> • Meeting and greeting • Collecting/scanning tickets (where appropriate) • Managing and collecting coats at front desk

	<ul style="list-style-type: none"> · Troubleshooting ticketing issues in conjunction with Festival staff · Assisting guests with Festival enquiries · Assisting Festival staff as required
ESTIMATED # OF VOLUNTEERS	1-2 volunteers per evening

ROLE	Bar Attendant
LOCATION	Premiere Events in Busselton, Margaret River & Bunbury
RESPONSIBLE TO	Venue Officer, Events Officer
DESCRIPTION	<ul style="list-style-type: none"> · RSA is required for this role · Some late night work may be required for this role – dependent on shift · Set-up of bar area – glassware · Pour in advance – using standard drink measures · Cool drinks – pack chillers · Ensure water available throughout events · Running dirty glasses · Providing a responsible service of alcohol and adhering to liquor licensing requirements · Liaising with venue manager to manage intoxicated persons · Cleaning and tidying bar areas and if required set-up for next function · Check stock levels for future functions
ESTIMATED # OF VOLUNTEERS	Busselton – minimum 8 people per shift Margaret River – minimum 3 people per shift

ROLE	Food Service
LOCATION	Premiere Events in Busselton, Margaret River & Bunbury
RESPONSIBLE TO	Venue Officer, Events Officer
DESCRIPTION	<ul style="list-style-type: none"> · Some late night work may be required for this role – dependent on shift

	<ul style="list-style-type: none"> · Assist caterer with set-up and as required throughout service · Passing trays of food around function area · Ensure food reaches all areas of function area, not just "easy access" places · Clearing away food waste from the floor · Placing waste into rubbish bins provided · Packing dirty glasses for collection and washing by hire company · Tidying of function area and back of house area
ESTIMATED # OF VOLUNTEERS	Busselton – 12-15 people each shift Margaret River – minimum 3 people each shift

ROLE	Side Bars – Short Film Events
LOCATION	Augusta, Margaret River, Dunsborough, Yallingup, Busselton, Bunbury
RESPONSIBLE TO	Film Officer, Events Officer
DESCRIPTION	<p>Generally involving short film or some sort of specialist film held at a special location such as a pub or gallery. Generally a relaxed atmosphere and held in the afternoon/evening</p> <ul style="list-style-type: none"> · Meeting and greeting – being the face of the Festival · Collecting tickets (where appropriate) · Cash sales (where appropriate) · Assisting with setting up venue · Some technical knowledge preferred (but not essential) · Providing information about other Festival events · Surveying attendees
ESTIMATED # OF VOLUNTEERS	2 Movie Crew per Side Bar event (approx. 20 events during Festival)

ROLE	Community Screenings
LOCATION	Augusta, Margaret River, Dunsborough, Busselton, Bunbury
RESPONSIBLE TO	Community Events Coordinator, Events Officer, Movie Crew Officer

<i>DESCRIPTION</i>	<p>These are a series of free screenings of short films that include short film, back catalogue feature films and documentaries. Generally run from 10am to 4pm Thursday to Sunday.</p> <ul style="list-style-type: none"> • Assist with opening and setting up the venue each day • Assist with starting the film screenings – turning on equipment, playing films (some technical skills preferred but not essential) • Ensuring tea/coffee station is stocked and tidy • Recording numbers of attendees
<i>ESTIMATED # OF VOLUNTEERS</i>	2-4 volunteers each day at each venue (2 shifts)

<i>ROLE</i>	Technical
<i>LOCATION</i>	Various
<i>RESPONSIBLE TO</i>	Film Officer
<i>DESCRIPTION</i>	<ul style="list-style-type: none"> • Assist with the setup/breakdown of AV requirements such as PA system, projector, screen • Assist with playing films (via laptop and hard drive) at Festival events and community screenings • Need to be tech savvy, able to troubleshoot without getting flustered and able to work independently • Possible position available pre Festival in preparing hard drives with correct content
<i>ESTIMATED # OF VOLUNTEERS</i>	Dependent on skill

<i>ROLE</i>	Schools
<i>LOCATION</i>	Generally based in Busselton but will travel throughout the region
<i>RESPONSIBLE TO</i>	Communities Manager
<i>DESCRIPTION</i>	<ul style="list-style-type: none"> • Work closely with the Schools team to implement school incursions and excursions • Tasks will vary dependent on the program being run - a willingness to work with children and help setup various activities is essential • You may be hosting film guests as they travel from school to school • May require travel to various schools in the region

	<ul style="list-style-type: none"> Working with Children Check preferred May be required to use own car to transport guests (fuel reimbursed)
ESTIMATED # OF VOLUNTEERS	3-5 throughout the week, more at key events Prefer availability for full days (1-3 days during Festival week)

ROLE	IndigifestOZ
LOCATION	Generally based in Busselton, may require travel to Bunbury
RESPONSIBLE TO	Communities Manager IndigifestOZ Projects Officer
DESCRIPTION	<ul style="list-style-type: none"> Work closely with the IndigifestOZ team to implement cultural day and other IndigifestOZ related events Tasks will vary dependent on the program being run - a willingness to work with children and help setup various activities is essential. You may be hosting film guests as they travel to events Working with Children Check preferred Cultural awareness and understanding preferred May be required to use own car to transport guests (fuel reimbursed)
ESTIMATED # OF VOLUNTEERS	2-3 for key events Prefer availability for full days (1-3 days during Festival week)

ROLE	Parking & Crossing Attendants
LOCATION	Busselton based
RESPONSIBLE TO	Venue Officer, Events Officer, Events Manager
DESCRIPTION	<ul style="list-style-type: none"> Meet guests at the Carpark and various Road closures Assist with guests parking needs. Crossing attendants to assist and direct guests where to cross safely During the evening events patrol the carpark to ensure vehicles and guests are secure Liaise with Team leader for breaks and Hi-Vis PPE Provide information about what is happening and assist guests with any enquiries/problems they may have

	<ul style="list-style-type: none"> Will need to be happy to work outdoors and preferably have knowledge of the wider Festival
ESTIMATED # OF VOLUNTEERS	6-8 people dependent on requirements. Ideally available for evenings.
ROLE	Ticketing Desk
LOCATION	Orana Cinemas, Busselton (throughout Festival week) Grand Cinemas, Bunbury (limited time periods)
RESPONSIBLE TO	Ticketing Assistant, Ticketing Manager
DESCRIPTION	<ul style="list-style-type: none"> Will need to be available for training on the ticketing system prior to the Festival Customer service position selling tickets to the general public Assisting with enquiries regarding the Festival Cash handling & electronic funds processing Will need to be organised, tech savvy and have a winning manner Can be a very busy role at peak periods Ability to communicate clearly and concisely with a large variety of stakeholders
ESTIMATED # OF VOLUNTEERS	2-3 people in Busselton

ROLE	Industry Events
LOCATION	The Esplanade, Busselton (throughout Festival week)
RESPONSIBLE TO	Industry Event Manager
DESCRIPTION	<ul style="list-style-type: none"> Will need to be available for training on the ticketing system prior to the Festival Customer service position Assisting with enquiries regarding the Industry program Cash handling & electronic funds processing Will need to be organised, tech savvy and have a winning manner Can be a very busy role at peak periods

	<ul style="list-style-type: none"> • Ability to communicate clearly and concisely with a large variety of stakeholders
ESTIMATED # OF VOLUNTEERS	2-3 people in Busselton

ROLE	Driver
LOCATION	Busselton – some travel throughout the region will be required
RESPONSIBLE TO	VIP Coordinator
DESCRIPTION	<ul style="list-style-type: none"> • Using a hire car, transport guests and VIPs to and from functions and screenings as required. • Drivers may be asked to assist in other Movie Crew areas while waiting for pick-ups. • A great deal of flexibility is required as we often have no warning of transfer requests. • A driver may be assigned to a VIP for the duration of their stay or transfer different guests each day. • Need to be aware of sensitivities surrounding guests – empathetic to their need for privacy, desire to stay low key and need to judge the appropriate level of attendance they require. • Please be aware that volunteers for these roles will generally be hand-picked to suit the requirements of the position. • Volunteers must follow CinefestOZ Drivers' Policy.
ESTIMATED # OF VOLUNTEERS	10 people dependent on requirements. Ideally available for a large portion of the Festival

ROLE	Driver – Pre and Post-Festival
LOCATION	Travel between Busselton and Perth
RESPONSIBLE TO	VIP Coordinator
DESCRIPTION	<ul style="list-style-type: none"> • Collecting hire vehicles from Perth (and possibly Bunbury) pre-festival and returning them post-festival. • Ensuring basic cleanliness of vehicles being returned to Toyota WA and hire car companies. • Prior to return of cars, ensuring vehicles have been filled with petrol using petty cash provided.

	<ul style="list-style-type: none"> May involve transferring other drivers to collect vehicles, or after return of vehicles. No transfer of guests is required. May undertake other Movie Crew shifts during the festival but priority is to ensure volunteers are not tired for long-distance travel. Volunteers must follow CinefestOZ Drivers' Policy.
ESTIMATED # OF VOLUNTEERS	6-8 people dependent on requirements. Ideally available for a large portion of the Festival

ROLE	VIP Hosting
LOCATION	Busselton – some travel throughout the region will be required
RESPONSIBLE TO	VIP Coordinator
DESCRIPTION	<p>A number of specialised roles come under this title. Please be aware that volunteers for these roles will be hand-picked to suit the requirements of each position</p> <p>VIP Screen Legend Host, VIP Film Host, VIP Jury Host</p> <ul style="list-style-type: none"> Assigned to a particular VIP, guest or group of guests related to a film Assist with the management of their Festival itinerary, ensuring they are at the right place at the right time Ensure Festival guests have a fantastic Festival experience by ensuring needs are anticipated, questions are addressed and that they have a stress free stay Communicate any requests, deviations, issues or feedback to the VIP Coordinator so that they are aware of Festival guests' movements Need to be aware of sensitivities surrounding guests – empathetic to their need for privacy, desire to stay low key and need to judge the appropriate level of attendance they require A great deal of flexibility is required dependent on the guests May be required to drive guests as well, or may have a driver assigned to them for use during the Festival This is an intensive volunteer role but one that can be very rewarding

<i>ESTIMATED # OF VOLUNTEERS</i>	4-6 people dependent on requirements. Ideally available for the whole Festival period
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<i>ROLE</i>	Airport Meet & Greet/Bus Host
<i>LOCATION</i>	Busselton based
<i>RESPONSIBLE TO</i>	VIP Coordinator
<i>DESCRIPTION</i>	<ul style="list-style-type: none"> • Meet guests at the airport and be the first interaction they have with the Festival • Assist with managing various flight arrivals to ensure all guests are picked up • Provide information about what is happening and assist guests with any enquiries/problems they may have • Will need to be confident and preferably have knowledge of the wider Festival
<i>ESTIMATED # OF VOLUNTEERS</i>	1 person for arrival buses (Wednesday, Thursday and Friday), potentially 1 person for departure bus (Sunday)