



QUEENS WORLD FILM FESTIVAL

74-15 35th Avenue, 6F, Jackson Heights, NY 11372, Office: 718-429-2579

QWFI/QWFF Festival Associate Roles and Positions

The Festival Team

Katha Cato, Executive Director and Don Cato, Artistic Director are both the co-founders and directors of the festival. Seasonal staff, Volunteers, and Interns comprise the bulk of the support team each year. Everyone is called a Festival Associate, but some may hold one of the positions and will use that title.

Outreach/Promotions

Create audiences for specific films/blocks/events via social media, emails, postcards, and phone calls. Interact with the press, industry professionals, elected officials, Community Based Organizations, and others. Coordinate street teams, tabling, canvassing, speaking, and photo ops for filmmakers. Follow and Promote the Festival.

Venue Manager

Serve as the liaison between QWFI/QWFF and the venue and attend pre-production conversations/walkthroughs. Maintain the Venue Binder for their venue(s). Facilitate official load in process. Supervise the venue, staff, guests, and projectionist to maintain the screening schedule. Support box office procedures. Supervise traffic flow, step-and-repeat configurations, waiting lines, Introductions, and Q&As. Make sure that DPC and KFC are at the screenings, panels, and special events as needed. Make sure that supply and equipment needs are addressed, regularly inventoried, and maintained neatly. Supervise the closing of the venues and prepping for next-day events, including confirming staffing.

Box Office/Will Call/Ticket Taker

Work with our ticketing platform and the venues to ensure proper ticketing practices are adhered to. Provide information about screenings and events and support crowd control (eating, exiting, late entries). Facilitate end-of-the-day accounting and cash drop (if any). Provide assistance to guests who wish to purchase tickets on the spot.

Hospitality

Facilitate sign-in for filmmakers, cast/crew, sponsors, and partners. Distribute and track festival badges. Maintain signage, step-and-repeat, posters, postcard displays, and assist guests at the step-and-repeat. Make sure special guests are greeted and registered properly. Support the Venue Manager and Box Office/Will Call/Ticket Taker. Circulate in the crowds, welcoming guests and answering questions.

Host

Welcomes the guests, filmmakers, and guest speakers with information about the BLOCK(S), FILMS, and SPONSORS. Maintain a positive demeanor through any ticket/seat confusion. Be familiar with the blocks you are hosting, and be familiar with the filmmaker's names. Facilitate the opening welcoming remarks. Watch the films. Facilitate the Q&A (be familiar with our process). Facilitate the clearing of the theatre and support the Venue Manager in welcoming the next audience.

Usher

Assist Host with all duties. Remain flexible, you might be reassigned other tasks and duties to help maintain the screening schedule. Assist with seating and clearing of the theatre for the screenings. If needed, distribute postcards or flyers outside of the venue.