



Queens World Film Festival Rolls and Position Description

The Festival Team

Co-founders Katha Cato (Executive Director) and Don Cato (Artistic Director) lead the festival. Each year, they're supported by seasonal staff, interns, and volunteers, collectively known as *Festival Associates*. At Queens World, you are a Festival Associate.

Associates may help in these key areas:

Producing Listening Tours - Ongoing

- Recruit your subjects
- Schedule the shoot
- Prep equipment
- Shoot, edit, and archive the segment.

Outreach & Promotions - Ongoing

- Build audiences through social media, email, flyers, and phone calls
- Coordinate with press, officials, and community groups
- Organize street teams, tabling, photo ops, and filmmaker appearances
- Promote the festival across all platforms

Event Production - Ongoing

- Develop production timeline
- Recruit and engage partners, sponsors, supporters, audience
- Produce promotional materials
- On-site event management

Venue Manager – During the Festival

- Liaison between the festival and venue
- Oversee venue setup, operations, and closing
- Manage screening schedules, staff, and equipment
- Ensure smooth audience flow, intros, and Q&As

Box Office / Ticketing – Prior to the festival

- Manage ticketing systems and assist guests
- Provide event info and control audience flow
- Handle on-site sales and daily accounting

Hospitality – Pre-festival and during the festival

- Welcome and register filmmakers, sponsors, and VIPs
- Distribute badges and maintain signage/posters
- Help with step-and-repeat photos and guest assistance
- Support other roles and engage with attendees

Host – During the festival

- Welcome guests and introduce blocks/films/sponsors
- Stay informed about films and filmmakers
- Lead Q&As and manage transitions between screenings

Usher – During the festival

- Assist Host and Venue Manager as needed
- Help seat and guide audiences
- Stay flexible for additional tasks, like flyer distribution