

★ REVUE CINEMA ★

VOLUNTEER AREAS AND DESCRIPTIONS - SPRING 2017

1. Flyer and Poster Distribution

-Spend a couple hours in the first week of each month popping into local businesses to drop off posters and Revue flyers

2. Fundraising Coordinator and Committee Members (Fundraising/ Committee Volunteer)

-Meet one evening every other month
-Assist with the creation and execution of an annual Fundraising Plan (fundraising activities and corresponding communications strategy)

3. Marketing Committee

-Meet one evening every month
-Assist with the creation and execution of an annual Marketing Plan (promotional and advertising activities and corresponding communications strategy)
-Assist with monthly design projects
-Assist with Mailchimp lists
-Assist with communications, PR and web copy (writers, film critics and bloggers encouraged)
-Assist with social media pages

4. IT Technology Specialist(s)

-Work with the Revue team to analyze hardware and software and evaluate efficiency
-Create a new system to backup the Revue's data
-Help to implement a new website
-Help to implement a new point of sale system

5. Series Promotion/ Marketing Champion - Parent & Baby Monday Afternoon Screenings

-Help to develop the 2017 series of movies for parents and babies
-Attend the screening every other Monday afternoon from 12:30 - 3:00 to meet and greet, conduct raffle draws, and generally assist parents with babies
-Solicit support and sponsorship from local businesses to add value or provide giveaways

6. Education Program Lead and Volunteers

-Develop a series of screenings that match elementary / secondary curriculum
-Promote the use of theatre for student screenings
-Liaise with High School and University Film Programs
-Liaise with Elementary Schools



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7. Building Repairs/ Renovation

-Assist with general building repairs and maintenance (plumbing, painting, electrical work, etc.)

8. Special Event Volunteers

- Provide additional customer service support on the night of the event
- Scan visitors' tickets
- Help to direct lines and act as an usher for our patrons

9. Volunteer Recruitment

- Provide volunteer information and signup sheets at local events
- Canvass throughout the Roncesvalles neighbourhood

10. Design

- Help to beautify the cinema by creating displays for events and special occasions
- Perform graphic design tasks such as poster and postcard creation

11. Customer Service

- Improve customer experience by providing cinema/event information and greeting our guests
- Assist with special accommodations if necessary
- Promote events and services that may be of interest to our guests

12. Event Planning

- Help to secure sponsorship for events and projects
- Assist with large event setup and logistics, (food, decorations, activity programming, etc.)

13. Other

Do you have a special skill or connection that could be applied to the Revue? (i.e. Photography, local business affiliation, video editing, etc.) We would love to use your talents wherever you would be best suited, so please let us know!