



Mednarodni  
filmski festival  
Festival del Cinema  
Internazionale

Kino Otok - Isola Cinema

## DESCRIPTION OF VOLUNTEERING POSITIONS

Volunteers are grouped into the following teams:

- [vodenje festivalskega kampa / managing the festival camp](#)
- [pomoč v kuhinji / kitchen assistance](#)
- [voznik\\_ca / driver](#)
- [prodaja vstopnic / ticket sales](#)
- [rotacija \(mešana področja\) / runners \(mix of tasks\)](#)
- [biljeter ka / usher](#)
- [fotografiranje / photo documentation](#)
- [pomoč pri strokovnem programu / assistance with industry events](#)
- [služba za goste / hospitality team](#)
- [služba za odnose z javnostjo / press team](#)
- [zelena straža / the green team](#)
- [postavitev prizorišč in rediteljstvo / venue set up and monitoring](#)
- [galerija / gallery](#)

Please mind that due to language requirements, some positions are only available to Slovenian speakers.



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## VODENJE FESTIVALSKEGA KAMPA / MANAGING THE FESTIVAL CAMP

The camp is located at the beach, close to the sea, close to the lighthouse. The camp hosts the volunteers and the guests of the 'Video on the beach' program.

Tasks:

- Managing the reception of the camp (7h/day)
  - One volunteer during the day, two volunteers during the night

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## POMOČ V KUHINJI / KITCHEN ASSISTANCE

The kitchen team makes sure that the team of the festival is not hungry. The kitchen is located at the beach, near the lighthouse and the camp.

Tasks:

- Breakfast preparation (8:30 - 10:30)
- Shopping for food and ingredients for breakfast
- Assistance with the transport of lunch from the High School in Izola to the location of the kitchen
- Distributing sandwiches for dinner

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## VOZNIK\_CA / DRIVER **N/A for non-Slovenian speakers**

The drivers drive around the festival guests. In the festival's cars.

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## PRODAJA VSTOPNIC / TICKET SALES

The main task of the Box office team is to sell tickets and merchandise of the festival, as well as being in touch with the guests, answering their questions and informing them about the festival. What is expected is accuracy at work and joy of working with people, which surpasses all previous experiences anyway!



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#### Tasks:

- Sale and issuance of tickets, sale of promotional material,...
- Equipping the cash register and taking care of locations
- Knowledge of the program and informing guests about the screenings and events of the festival
- Communication with other sectors (especially regarding guests, creators, reservations, communication with ticket agents, general cooperation ...)

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### **ROTACIJA (MEŠANA PODROČJA) / RUNNERS (MIX OF TASKS)**

Runners do everything. They help different teams of the festival whenever need be (e.g. logistics, hospitality, camp etc.).

#### Tasks:

- Diverse tasks in helping out other teams, e.g. helping at specific venues and locations when help is needed, making sure there's bottled water at all the venues, helping setting up the venues, bringing equipment from one location to another etc.
- Occasional help with hospitality and ushering when needed, guarding exhibitions etc.
- 100% readiness during the shift!

Runners also guard Open-air Cinema Arrigoni during the day:

### **ARRIGONI**

Arrigoni is the main outdoor screening venue of the festival. In essence, working at Arrigoni as part of the technical team means being there and making sure that no one steals the equipment or damages it. The security guard does that job at night and the volunteers take over during the day.

#### Tasks:

- Taking care of the equipment at the outdoor venue, from the time the security guard leaves the venue until approx. 2 hours before the film screening begins



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- Monitoring the happenings at the location
- The work is distributed among volunteers between cca 7:00 - 17:00

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## **BILJETER\_KA / USHER**

Ushers are the masters of the festival's screening venues. They welcome the visitors and check their tickets upon entry, as well as take care of the screening venues before, during and after the film screenings.

### **USHERS "ARRIGONI"**

#### (1) ARRIGONI

Venue 'Arrigoni' is the main evening screening venue of the festival. In the evening, two films are screened outdoors ('open air'). It is located next to the Isola's port.

#### Tasks:

- Setting up the venue, that means chairs, before and after the film screening
- Checking the tickets
- Being present at the venue during the film screening
- Being in contact with the person screening the film, regarding the screening, lights, equipment, venue etc.
- Setting up the space for Q&A after the film screening - chairs, mics, water etc.
- Being in contact with the public before and after the screening, answering their question and providing information about the festival, its program and venues
- Being informed about the film screened - content, length, whether there is a Q&A etc.

### **USHERS 'KULTURNI DOM + ODEON'**

Ushers Kulturni dom + Odeon' alternate as cashiers between two screening venues. Both venues are located in the city center, close to one another.



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#### Tasks:

- Setting up the venue, that means chairs, before and after the film screening
- Checking the tickets
- Being present at the venue during the film screening
- Being in contact with the person screening the film, regarding the screening, lights, equipment, venue
- Setting up the space for Q&A after the film screening - chairs, mics, water etc.
- Being in contact with the public before and after the screening, answering their question and providing information about the festival, its program and venues
- Being informed about the film screened -content, length, whether there is a Q&A etc.

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## FOTOGRAFIRANJE / PHOTO DOCUMENTATION

#### Tasks:

- Photo documentation of film venues, introductions, Q&A etc.
- Photo documentation of other events (e.g. 'Salsa Verde' gallery opening, PRO OTOK ...)

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## POMOČ PRI STROKOVNEM PROGRAMU / ASSISTANCE WITH INDUSTRY EVENTS

Two volunteers assist the organizers of KINO OTOK Industry events (PRO OTOK). They welcome guests and visitors of the program at the entrance to the venue and help with other tasks related to organization.

#### PRO OTOK

PRO OTOK is the educational program of the film festival. It consists of a series of events intended for film professionals and all others interested in the film's journey from idea to screen and beyond.

#### Tasks:



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- Welcoming the guests at the entrance to the venue, at the Manzioli square (indoors).
- Communicating in English and/or Italian with guests and visitors of the program.
- Helping with the banquets - setting up the space for drinks and finger food.

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## **SLUŽBA ZA GOSTE / HOSPITALITY TEAM** N/A for non-Slovenian speakers

Služba za goste skrbi za goste festivala - za koordinacijo njihovega prevoza, nastanitve, prisotnosti na dogodkih, pogovorih ...

Naloge:

- Sprejemanje gostov, predaja akreditacij in darilnih vrečk
  - Izdelava akreditacij ter beleženje, kdo je akreditacijo že prevzel
  - Informiranje gostov o festivalu, po potrebi tudi spremstvo gosta do hotela ali festivalskih lokacij
- Urejanje prostorov pisarne
  - Pisarna je prostor na glavnem trgu (Manziolijev trg), kamor pridejo vsi festivalski gostje po akreditacije in morebitne informacije o nastanitvi ter festivalu
- Pomoč pri pogostitvah
  - Otvoritev razstave v Salsa Verde, pogostitev pred Kulturnim Domom

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## **SLUŽBA ZA ODNOSE Z JAVNOSTJO / PRESS TEAM** N/A for non-Slovenian speakers

Press komunicira z mediji in informira publiko o dogajanju na festivalu.

Naloge:

- Sprejem novinarskih gostov
- Informiranje novinarjev glede projekcij in razpoložljivosti gostov
- Usklajevanje gostov z novinarji za intervjuje in izjave
- Sledenje novinarskim objavam



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## **ZELENA STRAŽA / THE GREEN TEAM**

Kino Otok is creating a new group called 'the Green Team' this year. The group makes the festival more ecological, more "green". This year, mini eco islands of the festival will come to life in Izola, with the aim of separating garbage at festival locations.

Tasks:

- At the end of the day, volunteers go over the sites, weigh bags of garbage produced during the day, and record the amount. Garbage is then dumped in public bins
- Distribution of portable ashtrays to those present at the festival

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## **POSTAVITEV PRIZORIŠČ IN REDITELJSTVO / VENUE SET-UP AND MONITORING**

Technical team is in charge of setting up venues and monitoring the space during the events. They work at 'Svetilnik' (= Lighthouse) which is located next to the seaside, where the camp, the kitchen and the screenings of 'Video on the beach' program take place.

Tasks:

- Setting up the outdoor venues and locations - camp, kitchen, 'Video on the beach' program
- Monitoring the space during the film screening

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## **GALERIJA / GALLERY**

Managing the gallery.

Tasks:

- Greeting the guests
- Taking care of the banquet



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