

## Volunteer Role Description

**Volunteer Position Title:** Film Screening Volunteer

### Commitment

JCCC is seeking film screening volunteers with the ability to commit to a minimum of one **4-hour shift per month** for a minimum of three months. Film screening schedules varies but will primarily take place during **weekends** and **Thursday evenings**.

### About The Year-Round Screenings at JCCC

Every month, as part of our ongoing cultural programming, the Japanese Canadian Cultural Centre, screens Japanese films using state-of-the-art cinema facilities. The Japanese Film Series provides a place to explore and build upon the rich Japanese and Japanese Canadian heritage and is a platform to share that heritage with others. Additional information can be found on the JCCC website [here](#).

### Volunteer Responsibilities

The Film Screening Volunteer plays the important role of supporting the monthly film screenings take place at the Japanese Canadian Cultural Centre. Volunteers will be assigned to one of the following areas outlined below.

Box office duties:

- Assist guests with tickets pick up at the Pick-Up Table
- Greet our guest at the JCCC entrance and direct them to the theatre and/or ticket area
- Assist with crowd control and line up at the reception area

Theatre crew duties:

- Check tickets at the door, scan QR code on digital ticket at the door
- Act as usher in the theatre, guide guests to their seats as they enter and re-enter the Kobayashi Hall
- Assist with crowd control and line up at the Kobayashi Hall

We would appreciate all volunteers to assist with clean up after the film is finished.

### Role Requirements

- Minimum 18 years old preferred (due to evening/late shifts)
- Can be trusted to work independently and with minimal supervision
- Ability to interact with the public in a friendly and professional manner
- Comfortable standing and walking for the duration of your volunteer shift



- An appreciation for Japanese culture and/or the Japanese Canadian community
- A passion for great films!

### **Primary Staff Contact**

JCCC Volunteer Coordinator

### **To apply**

Please submit a volunteer application on JCCC's volunteer portal. After an application is submitted, the volunteer coordinator will follow up with you to arrange a volunteer interview.

**Access application link here:**

<https://jccc.volunteerhub.com/userregistrationwizard>

We look forward to hearing from you!