



Volunteer Positions Seattle Film Summit 2017

Seattle Film Summit

Event Date: 12/10/17

Event Time: 10 a.m. to 3 p.m.

Volunteers Needed Day of Event: 7 a.m. - 7 p.m. (4-hour shifts available)

Need	Description	Time Commitment
Writing	Write, edit, or proof copy for all channels used to promote the event (channels include social media, web site, press releases, bios, quick copy. etc.)	20 hours ALL IN 7/1/17-12/9/17 (Approx. 4 hours per month)
Website support	Must know Word Press, graphic design skills/experience a plus	15 hours ALL IN 7/1/17-12/9/17 (Approx. 3 hours per month)
Social Media	Schedule written copy posts to social media sites. Engage with audiences by answering questions and providing other information about the event and those involved with it. Knowledge of social media a must; knowledge of scheduling on social media a plus (Twitter, Facebook)	20 hours ALL IN 7/1/17-12/9/17 (Approx. 4 hours per month)
Logistics Planning Support	Day of event planning, helping to hone the program, supporting communications and acting as lead liaison for local speakers and workshop leaders.	30 hours ALL IN 7/1/17-12/9/17 (Approx. 5 hours per month)
Marcom Campaign Support	Help lead execution of the marcom plan, provide ideas to further the plan. Marcom experience a must; leadership experience in Marcom or related field a big plus.	30 hours ALL IN 7/1/17-12/9/17 (Approx. 5 hours per month)
Day of Event	Event set up support Event take down support	10-12 hours all in. 12/10/17 (shifts available)