



MĀORILAND FILM FESTIVAL

VOLUNTEER INFO GUIDE



TĀRIA TAKU MOKO MĀORI KI NGĀ KIRIATA O TE WĀ • EMBED MY NATIVE SOUL IN FILM



NGĀ POU O TE WHARE

HOU MAI KOE KI ROTO I TE WHARE KŌRERO O MĀORILAND.

Ko tōna tāhuhu ko te iwi, ko te poutāhu ko te mana o te kupu, ko te poutuarongo ko te ira tangata. Kei waenga ko te poutokomanawa o te aroha noa. Ka mutu, ko ngā pou koko ka titi iho ki te whenua ko ēnei:

WE BID YOU ENTRY INTO OUR HOUSE OF STORIES.

The ridgepole is the people, the front post is the authority of the word, the rear post is the essence of our humanity. Between them, we find the support pillar of love. The posts that anchor the corners to the land are these:

CELEBRATION

Māoriland celebrates the rise of indigenous cinema. It invites filmmakers from around the world to share their compelling big screen stories with us, and with each other.

INSPIRATION

Māoriland upholds the mana and inspiration of our storytellers. We are guided by our elders, and taught by our children. The festival assists our community to expand their perspectives and to connect with those from other cultures.

RESPECT

Māoriland is rooted in the traditions and language of the hapū and iwi of Ōtaki. It is our honour to extend manaakitanga to the many visitors to the festival.

INCLUSION

Māoriland provides a portal to the indigenous world for ALL people. It assists social cohesion, a sense of pride, and the informed well-being of our community.

VOLUNTEER INTRODUCTION

The Māoriland Film Festival (MFF) is an International Indigenous film festival that celebrates Indigenous voices and storytelling in film. Each March Māoriland brings Indigenous films and the creators from the four corners of the world to Ōtaki for five days of screenings, workshops, art exhibitions and special events.

The MFF is a not for profit entity operated by the Māoriland Charitable Trust out of the Māoriland Hub, 68 Main Street, Otaki

MĀORILAND VOLUNTEERS//KAITŪAO

Māoriland has a reputation for welcoming and looking after our visitors.

We commit to provide opportunities for communal involvement and participation by including our kaitūao and rangatahi in a way that reflects the principle tikanga of Māoriland which is manaakitanga - to extend hospitality.

Kaitūao are the friendly faces, eyes and ears who help ensure the success of the festival. They are chosen for their enthusiasm and willingness to help and their ability to assist visitors to enjoy the full festival experience.

We recognise that each kaitūao has their own specific skills and talents, and appreciate that all everyone's contribution is equally valuable. We welcome all applications regardless of whether you live locally, nationally or internationally.

HOW TO REGISTER

Register your interest by visiting our website www.maorilandfilm.co.nz and completing the online registration or by calling into the Maoriland Hub Main St Otaki.

If you have any queries please contact tania@maorilandfilm.co.nz

POSITIONS

All kaitūao will be given full training prior commencing mid February (at times to suit)

The following are areas of the Festival which have positions requiring the support of kaitūao that you may be able to help with based on your skills and experience.

- Administration
- Advertising
- Catering
- Driving
- Front of House/Venue Manager
- Guest Services
- Housekeeping
- Māoriland Hub Staff
- Merchandise Sales
- Public Relations
- Recycling + Bike + Water Monitors
- Social Media
- Ticketing
- Ushering

PRE FESTIVAL - how you can help from a distance

Identifying locations with maximum impact to display billboards and posters around Ōtaki, Kapiti, Wellington, Horowhenua, Manawatu regions.

Poster & Brochure distribution to identified sites and locations

Festival Promotion - Assisting MFF staff at various sites with the Māoriland Caravan - February & March

Social Media - By sharing assist by liking and sharing media and press releases

Accommodation - Identifying options. As MFF grows so too does the demand for accommodation. If you would like to become involved by billeting visitors to the festival or if you have accommodation that may be suitable we would love to hear from you.

PRE FESTIVAL - Based at the Māoriland Hub

MHub will be open to the public as the Festival Information Site and Ticketing Office part time from 15th February (10am - 4pm) and full time (9am - 5pm) from Monday 19th March.

Commencing 15th February 1 Rostered Position available daily

Tasks: Computerised ticket sales, merchandise sales, general administration assistance.

FESTIVAL WEEK - Based at the Māoriland Hub Mon 19th - Sun 25th

Supervisor x 1 Daily - Full Day Shift 8.30 - 5pm

Requirements: Competency in public relations & computer ticketing with the ability to work independently.

Tasks: To work alongside rostered staff and oversee ticket & merchandise sales, ensure MHub is kept clean & tidy , assisting visitors with general enquiries.

Kaitūao x 3 Daily - Two Shifts 8.30am - 1pm, 1pm - 5pm

Requirements: Enthusiasm and ability to multi-task with a can do attitude.

Tasks: Computer ticketing, cash sales, merchandise sales, providing information to visitors, keeping MHub clean & tidy,

Kaihapai x 2 Daily - Two Shifts 9am - 1pm, 1pm - 5pm

Requirements: Confidence, enthusiasm and ability to multi-task with a can do attitude.

Tasks: Assisting MHub Supervisor, runner between venues, Recycling monitoring, Bike monitoring & Water monitoring, general cleaning duties, Public relations,

FESTIVAL WEEK - VENUES

CIVIC THEATRE

Venue Supervisor x 1 Daily

Full Day Shift or Rostered Shifts - morning, afternoon, evening

Note: Times to be confirmed once programme has been set

Requirements: Ability to work independently, co-ordinate rostered volunteers and take overall responsibility for venue

Tasks: Front of House & Ushering Duties, Co-ordinate ticket sellers/ushers/presenters. Responsible for cash & ticket reconciliation each session. Cash handling.

Ticket Seller x 1 Daily

Rostered Shifts - morning, afternoon, evening

Note: Times to be confirmed once programme has been set

Requirements: Competency in use of a cash register and cash handling

Task: Ticket Sales

Usher x 2 Daily

Rostered Shifts - morning, afternoon, evening

Note: Times to be confirmed once programme has been set

Requirements: To have a smile and welcoming words. - meet & greet, ticket collecting/scanning. Bumping filmgoers in and out of venue efficiently.

Tasks: Meet & greet, ticket collecting/scanning, bumping filmgoers in and out of venue efficiently and providing assistance as required.

Will be Assisted by Kaihapai (rangatahi) who will be presenting each film

NGA PURAPURA

Venue Supervisor x 1 Daily

Full Day Shift or Rostered Shifts - morning, afternoon, evening

Note: Times to be confirmed once programme has been set

Requirements: Ability to work independently, co-ordinate rostered volunteers and take overall responsibility for venue

Tasks: Front of House & Ushering Duties, Co-ordinate ticket sellers/ushers/presentors. Responsible for cash & ticket reconciliation each session. Cash handling.

Ticket Seller x 2 Daily

Rostered Shifts - morning, afternoon, evening

Note: Times to be confirmed once programme has been set

Requirements: Competency in use of a cash register and cash handling

Task: Ticket Sales

Usher x 1 Daily

Rostered Shifts - morning, afternoon, evening

Note: Times to be confirmed once programme has been set

Requirements: To have a smile and welcoming words - meet & greet, ticket collecting/scanning. Bumping filmgoers in and out of venue efficiently.

Tasks: Meet & greet, ticket collecting/scanning, bumping filmgoers in and out of venue efficiently and providing assistance as required.

Will be Assisted by Kaihapai (rangatahi) who will be presenting each film.

DRIVERS

Monday 19th - Monday 26th Rostered Shifts Daily

We need a number of drivers to work on rostered shifts during the week of the festival to do local pickups & dropoffs for our manuhiri.

From Monday 19th there will be guests to be picked up from Wellington/Palmerston North & Kapiti airports & Waikanae train station and dropoffs to at various times during the week. Most guests will need to be transported to airports on Monday 26th.

NOTES

MĀORILAND FILM FESTIVAL

NATIVE PEOPLES - GLOBAL FILMS

ŌTAKI

21-25 MARCH

2018

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www.iticket.co.nz
or phone 0508 iTICKET
Door sales at all screenings
(if not sold out)

www.maorilandfilm.co.nz