

# Three Dollar Bill Cinema Seattle Lesbian & Gay Film Festival Volunteer Job Description

**Job Title:** Membership Assistant  
**Reports To:** Membership Manager  
**Supervises:** N/A

## Duties and Responsibilities:

- Work with Membership Manager to encourage new members to join Three Dollar Bill Cinema
- Assume a leadership role before and during the Seattle Lesbian & Gay Film Festival with respect to membership cultivation
- Assist with the allocation of 2010 festival perks for membership (i.e. tickets, passes, etc.).
- Assist with the processing of paperwork and logging of information related to membership retention and recruitment.
- Help organize special events related to membership outreach for the festival.
- Participate in pre-Festival outreach at all Three Dollar Bill Cinema events
- Attend all VIP membership-related events.

## Qualifications

- Comfortable using Mac computers and operating systems
- Familiarity with Excel and Word; Filemaker Pro a plus
- Enthusiasm for raising awareness about Three Dollar Bill Cinema membership
- Excellent communication and organizational skills
- Outgoing
- Willingness to approach people to discuss/sell memberships
- Detail oriented
- Excellent follow through
- Commitment to working with people from varying social, economic, sexual, ethnic and gender backgrounds
- Experience managing databases and bulk mailings a plus

## Time Commitment

- Mid-July through November (average 10 hours per week, increasing to 20+ hours during festival week with longer days on both weekends).

## Compensation

- Seattle Lesbian & Gay Film Festival Full series pass
- One year Banana level membership



Producer of  
the 2010 Seattle  
Lesbian & Gay Film Festival  
October 15-24

Three Dollar Bill Cinema  
1122 E. Pike Street #1313  
Seattle, WA 98122-3934  
USA

tel: 206-323-4274  
fax: 206-323-4275  
info@threedollarbillcinema.org  
www.threedollarbillcinema.org