

THE LOFT CINEMA VOLUNTEER INFORMATION PACKET

December 11, 2019

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Welcome to The Loft Cinema Volunteer program!

Thank you for your interest in donating your time and energy to The Loft Cinema, a local nonprofit dedicated to building community by celebrating the art and diversity of film.

Volunteers support The Loft Cinema in a diverse and exciting program of films and events.

FIRST-RUN FILMS: The best new independent, foreign and documentary films, many in exclusive Tucson engagements.

LOFT FILM FEST: The Loft Cinema's annual international film festival is held each November.

LOFT KIDS FEST & LOFT JR: A year-round celebration of free family friendly film screenings.

FIRST FRIDAY SHORTS: A monthly competition for local filmmakers.

ESSENTIAL CINEMA: A free series of the most important classic art films.

ART ON SCREEN: The performing arts on the big screen, with thrilling theatre productions from around the world, captured live and presented in beautiful high definition.

ONE HIT WONDERS: Great new documentaries at special one-night-only screenings.

COMMUNITY PARTNERSHIPS: The Loft Cinema collaborates with dozens of nonprofits and other organizations on screenings and events.

SOLAR CINEMA: The solar cinema brings unseen films to unexpected places.

ALSO ON THE CALENDAR: Sing-A-Longs, Local Film Premieres, Shorts Programs, The All-Nite Scream-O-Rama, The Sci-Fi Slumber Party, Journalism On Screen, Science On Screen, Guest Filmmakers, Late Night Cult Classics, Mondo Mondays and The Rocky Horror Picture Show.

Please visit www.loftcinema.org/films for details.

General Expectations of Loft Cinema Volunteers

General Volunteer Guidelines

- We ask our volunteers to serve at least two shifts per month with durations of time being as little as one hour to 3-4 hours. In addition to its regular slate of diverse films, the Loft hosts many outreach events through the year, with shifts and duties created for each event.
- Clothing should be: customer service appropriate and in good condition. We encourage staff and volunteers to dress in costume for events.
- Be faithful in fulfilling your commitment. If you are unable to complete your volunteer commitment, please remove yourself from the schedule as soon as possible so another volunteer may schedule. Volgistics will allow you to remove yourself from a future assignment up to 48 hours before the start of your shift. If you need to cancel within the 48-hour window please:
 - Email the volunteer coordinator, at volunteer@loftcinema.org as soon as possible.
 - If an email cannot be sent, call the theater at 520.795.0844 and leave a message with the theater staff.
- When arriving for your shift, please initial the Volunteer Timesheet, located on a clipboard behind the Box Office cashier desk.
- Adhering to Loft Cinema policy please do not bring outside food or drinks (water bottles are allowed). Please refrain from eating during your volunteer shift.
- The Loft Cinema prohibits the possession or use of dangerous weapons on Loft property. Licensed handgun holders may not enter Loft property with a handgun that is carried openly or concealed. Licensed handgun holders may store that handgun in a locked, privately-owned vehicle in a Loft parking lot.
- Please adhere to food handling safety protocols when serving food, drinks or popcorn.
- Each volunteer is a vital member of The Loft Cinema team! We want to answer your questions. Please be sure to ask.

Copy of Agreement on Volunteer Application

As a Loft Cinema volunteer, I agree to the following:

- I will perform my volunteer duties to the best of my ability, and according to the description of the position.
- I will maintain the confidentiality of all information I may encounter at The Loft Cinema. This includes names, addresses, phone numbers & all personal information in our database or in our files.
- I will complete any required trainings for my position, and will attend volunteer orientations & meetings as needed.
- I will keep my contact information current.
- If I cannot follow through on a commitment to volunteer, I will send an email to volunteer@loftcinema.org, 48 hours in advance (when possible) so that a substitute may be found. I understand that if I miss three shifts without notice, my volunteer status may be revoked.
- I understand as a volunteer, I will not receive any financial compensation for any work or services I perform at or for The Loft Cinema.
- I understand that I may not proactively seek business (for my job or business) while volunteering at or for The Loft Cinema.
- I will treat all people with dignity and respect. I will be open to people of all ages, races, sizes, faiths, gender expressions, sexual orientations, and economic and cultural backgrounds.

Benefits of Volunteering at The Loft Cinema

Volunteers at The Loft Cinema

- are proud to support Tucson's independent Art House.
- want to insure The Loft Cinema thrives.
- enjoy being part of a diverse community.
- receive film passes for volunteering. Passes are distributed at the rate of 1 pass per 2 hours served.
- are invited to a free volunteer screening each month.
- are invited to watch a film after their shift if seating is available. **After** your volunteer shift, you are welcome to stay and watch a film on one of our 3 screens, **if** seating is available. Please check with the manager on duty to inquire about free seating for volunteers. (Please note we do have events that sell out days in advance such as sing-a-longs and special holiday screenings. To guarantee seating to **any** Loft Cinema screening volunteers, staff and patrons are encouraged to buy advanced tickets.)
- are beloved and valued by Loft Cinema staff and patrons!
- enjoy free organic popcorn after their shift. (Just ask for a member popcorn at the concession stand!)

How to Sign up for Volunteer shifts

We use Volgistics to schedule our volunteers. In order to use the system, please visit the following URL:

<https://www.volgistics.com/ex/portal.dll/?FROM=125102>

Enter your email into the "user name" field. Then enter the password you have set up. If you have not set up a password: then click on the "forgot password" button. A Temporary password will be sent to you. Follow the directions and you will be all set up to sign up for available volunteer shifts.

Once logged into Volgistics:

Click on "Schedule" at the left hand side of the screen to see available openings.

Click on the "Description" link for more detailed instructions of shift duties.

Ongoing Theatre Support: Shift Descriptions

Volunteering at the Loft Cinema MEMBERSHIP TABLE

Thank you for volunteering at the Loft membership table!

The membership table has three primary goals: **Engage**, **Educate**, and **Inspire** every patron visiting The Loft Cinema.

Engage: Warmly welcome each patron to The Loft Cinema. This is key in fulfilling our mission: creating community by celebrating the art and diversity of film.

Educate: If a patron is interested in the table, ask them if they are aware that we are a non-profit organization.

Inspire: If the patron is interested in supporting our organization, inform them of the membership levels and options that may enhance their film experience at The Loft Cinema. Try to engage them in a conversation on the benefits of a Loft membership, including the warm, fuzzy feeling they'll experience when they support this local independent, nonprofit, mission-driven art-house cinema. Membership brochures, which include a membership form, will be available at the table and may be given to anyone interested in more information.

If they are members of the Loft, *THANK THEM PROFUSELY!* Members provide valuable support to the organization and without them, the Loft would be unable to host such diverse and independent programming. In addition to memberships, the Loft relies on funding from ticket sales, concessions, underwriting, theatre rentals, grants, and donations.

Membership lasts for one year, and renewal is easy! Sign up can occur online at loftcinema.org, via phone by calling 520.795.0844, or in person at the Box Office.

MEMBERSHIP TABLE DUTIES

1. The membership materials (in a plastic bin), table, and banner are kept in the Box Office. Feel free to ask the theater staff if you are unable to find what you need.
2. Set up the table outside of the theater in front of the metal bench right outside the box office door. In case of inclement weather, you may set up inside at the west end of the lobby.
3. Cover the table with the red Loft Cinema table cloth and set up the plastic sign holders to display the membership information. Please refer to the Membership Table Volunteer Guide located in the membership box for the list of materials to display. The **ONLY** addition to the list is the current theatre schedule of film. Please keep the table clear of flyers and rely on the Film Guide to discuss upcoming events.
4. If someone would like to sign up for a membership, have them fill out the form and tell them to turn it in to the Box Office. The Box office staff will process their membership and issue them temporary membership cards and free passes, which can be used immediately.
5. If anyone has a question that you or the theater staff cannot answer please have them fill out a green "member help form" located at the front of the binder **or** give them Amber Kleefeld's business card to contact her directly.
6. Please carefully pack the membership materials neatly into the bin and initial the Volunteer Sign-In Sheet, located in the box office whenever you are working a shift.

Ongoing Theatre Support: Shift Descriptions *(continued)*

Volunteering at the Loft Cinema MEMBER POPCORN

Member popcorn is a benefit reserved for Loft Cinema Members only. As a perk of the membership program, each member is given a FREE bag of organic popcorn every time they visit the theatre. When you volunteer for the Member Popcorn, you are responsible for handing out free bags of popcorn to members.

MEMBER POPCORN DUTIES

1. The concession stand will have the member popcorn bagged for you when you arrive.
2. Get the member popcorn sign, located in the box office.
3. Set up the member popcorn station on the purple side table, usually located just to the right of the concession stand. This is the primary location to hand out member popcorn.
4. If there is a promotional table in the primary location you will set up at the secondary location in front of the flyer table in the lobby.
5. When a Loft Cinema Member shows you his/her membership card or movie ticket, please hand them a bag of popcorn, always wearing food service gloves that you can get from the concession stand.
6. Members must show a member card or movie ticket indicating "member."
7. It is allowed for a member to get more than one bag of popcorn.
8. Thank them for being a member!
9. Your shift ends after one hour or when the concession stand runs out of bagged member popcorn.
10. Please turn in the popcorn bin at the concession stand and inform the staff that you are done with your shift so they do not continue to send members your way.
11. Return member popcorn sign and table if it was moved from original location.
12. Please refrain from eating popcorn during your shift. *(We know how hard that can be!)* Feel free to get popcorn when your shift is over.
13. Be sure to initial the Volunteer Sign-In Sheet, located in the Box Office.

Ongoing Theatre Support: Shift Descriptions *(continued)*

Volunteering at the Loft Cinema INTERNET TICKETS

Description

Volunteers check in patrons who have purchased advanced tickets over the internet. This is a vital position to make it easy for customers to get their tickets and bypass the box office line at the theatre. Internet ticket volunteers help the Loft Cinema by keeping our box office lines smaller and reduce customer frustration. This position also serves as the greeter to The Loft Cinema as this is usually the first person to interact with patrons.

INTERNET TICKETS DUTIES:

1. Receive internet ticket clipboard, sign and tickets at the box office.
2. Position yourself on the patio in a location that will allow you to greet customers as they walk in the gate and they will be able to easily find you.
3. Warmly greet customers and ask if they has pre-purchased tickets for the event online.
4. Direct customers to box office if they need to purchase tickets.
5. Internet ticket customer will present ticket receipt: a. Receipt printed on paper or b. Displayed on phone.
6. ***Make sure the internet ticket is for the event you are volunteering.*** Other Films MUST be checked in at box office.
7. **For paper** receipts: **Keep the paper** and give out the number of tickets on their receipt.
8. **For Phone** receipts: **Write the receipt number** and number of tickets on the internet ticket form on the clipboard and give out tickets
9. Please direct customers to the box office if:
 - No Receipt number
 - No Film Information
 - Customer **MUST** go to box office to verify Internet ticket purchase was completed. You may walk the customer to Box office station closest to the water fountain to get processed quicker.
10. At end of shift please return clipboard and paper receipts to staff at the box office.
11. Be sure to initial the Volunteer Sign-In Sheet, located in the box office whenever you are working a shift.

Ongoing Theatre Support: Shift Descriptions *(continued)*

Volunteering at the Loft Cinema TICKET CHECKER

As a Ticket Checker you are responsible for helping patrons at a screening, prior to the film/event that they've come to see. This includes keeping people out of the theater until staff has given you the go-ahead to begin seating. At that time, prop open the theater door. This position helps to insure patrons are in the correct theatre and insures we do not allow overfilling of the theatre in case of sold out screenings.

TICKET CHECKING DUTIES

1. Choose which door you will be stationed at.
2. Before seating begins for the film, your job is to keep the theater empty of patrons until you are told by theater staff that the theater is open for seating.
3. You will be stationed at the door for the entire duration of your shift (one-hour total, and sometimes a few minutes after, if busy.)
4. When it is time to seat the theatre, prop the theater door open using the toggle switch (Screen 1) or door stop (Screen 3).
 - Screen 1 has a 3-position switch on the top of the door frame.
 1. Toggled toward the screen, it's on auto and allows the handicap control to be used.
 2. Toggled to the middle position it will remain closed and the handicap control is disengaged. (Please *never* leave the door unattended in this position.)
 3. Toggled toward the lobby, the door will remain open.
5. As each patron enters, **carefully check** to see that each person entering the theatre has the correct ticket. Please do not "tear the ticket" and encourage patrons to keep their ticket with them in case they need to re-enter the theatre. **EVERY** person needs a ticket, this is how we make sure a theatre is not over sold.
6. Direct patrons for other films to the correct theatre.
7. During busy shifts, please continue checking/taking tickets until everyone has bought tickets and most people have entered the theater—this means that you may be working for a few minutes more than the one-hour time allotment.
8. When trailers begin to play in the theatre, please close the door (toggle switch to Automatic or remove door stop) and open the door manually for late arriving patrons.
9. Be sure to initial the Volunteer Sign-In Sheet, located in the Box Office.

Ongoing Theatre Support: Shift Descriptions *(continued)*

Volunteering at the Loft Cinema THEATER USHER

This position is a valuable service to patrons seeking seats when the theater is crowded and in helping ensure that reserved seats are being used by those who reserved them! At all screenings it's important to have someone acting as a greeter in the theater and pointing out or showing patrons to available seats, keeping aisles and hallways clear. Ushers may also act as line leads if the line for ticket holders is outside of the theatre prior to seating. Line leads are important in informing patrons of the seating process so ticket holder lines can enter the theatre in a safe and orderly manner.

THEATER USHER DUTIES

1. Welcome patrons into the theater and assist them in finding empty seats.
2. Encourage all patrons to sit in seats, keeping aisles and hallways clear.
3. Be aware of reserved seating sections, keep the seats empty until reserved seating customers take their seats. (Check in with box office when signing in for your shift to see if there are reserved seats. There will be a list of reserved seats for the day.)
4. As needed, assist staff with theater cleaning before opening the doors. Check with manager on duty to see if you are needed to sweep or pick up theatre trash.
5. Function as Line Lead if event is cued up to seat from outside the theater. (Line Lead will encourage customers to line up while waiting to be seated.)

Periodic Theatre Support: Shift Descriptions

Volunteering for the Loft Cinema QUARTERLY SURVEY

The Loft conducts quarterly demographic surveys and the data gathered provides key information for grant writing purposes. In order to insure a complete and thorough survey, pass incentives are added for these shifts as follows:

- 45 minutes – 1 hour = 1 pass
- 1-1/4 – 1-1/2 hours = 2 passes
- 9:15 – 10:15 shift – 2 passes

It's important to follow the procedures laid out below to insure an accurate picture of Loft patrons.

CONDUCTING LOFT CINEMA SURVEYS DUTIES

Arrive at The Loft on time.

1. Gather surveys, pens, clipboards, & popcorn vouchers from the box office. Gather table & black tablecloth if setting up outside.
2. Set up the table in an ideal location.
 - a. **Best location is on the patio** by the front door where the membership table is usually set up. Be sure to count people (as described below) entering the theater and engage with them to fill out the survey.
 - b. **During the cold, rain or wind**, Surveys may be conducted by the flyer table inside the box office door.
3. Make sure an adequate amount of surveys is clipped to each clipboard.
4. When patrons start arriving, begin counting every third person. ***It is important that you ask every third person that arrives to the theater to take the survey (this better serves our data).*** This procedure ensures randomness and normalization of the data.
5. Once the third person shows up politely deliver your "pitch" which can be as follows:
 - *"Do you have thirty seconds to help The Loft Cinema by filling out a survey? The Loft Cinema needs demographic information for grants writing as a nonprofit." You will receive a voucher for a free medium popcorn to be used at the concession stand."*
6. If the patron declines, politely say *"Thank you, enjoy your day/evening/movie"* and begin counting to three again.
 - If someone says they already filled one out, please encourage them to fill one out for each visit during the week if they are asked. (We have lots of "regulars".) Thank the patron if they still refuse.
7. If the third patron accepts, elaborate on why you are taking the survey by saying:
 - *"This survey is asking a few key demographic questions which will help The Loft Cinema with their grant writing needs. Don't worry your answers are completely confidential and we encourage you to answer them the best you can."*
8. Allow the patron time to fill out the survey.
9. Once the patron is finished taking the survey, thank them for their time and participation and offer them a voucher for a free medium popcorn.
10. Once the patron takes a survey, retrieve the finished survey and do the following:
 1. Put the date & time you received the survey on the **top right** corner of the survey.
 2. Number surveys in the order received in the **bottom right** hand corner.
11. At the end of your shift turn completed surveys into the box office. There is a completed survey box by the volunteer mailbox.
12. Gather materials from the table and place in box to store at the box office.
13. Table and tablecloth can be left out if the next survey shift is within three hours. Or in the case of indoor set up, table can be left in lobby by the stanchions.
14. *Please note: If a patron approaches you and asks to fill out a survey, give them one, but **DO NOT** date and number that survey.*

Periodic Theatre Support: Shift Descriptions *(continued)*

Volunteering at The Loft Cinema: KIDS FEST

Friday Night Opening Night Party and Film Screening (OFFSITE / OUTDOORS)

2018 & 2019 opening night party has been located on the North side of Himmel Park, 1000 N. Tucson Boulevard. Festivities begin at 6:00PM, Movie begins at 8:00PM (Sundown).

- **Decorating and Set Up (Standing active position) 3 Hour morning position**
- **Games Help (assist children with various games) (Standing active position) 1 hour evening position**
- **Information Table & Schedule Distribution (greet patrons and give out Kids Fest information) (Sitting or standing position) 1 hours evening position**

EACH DAY OF KIDS FEST at The Loft Cinema

- **Ticket Distribution: 9:00a - 10:00a (Standing outdoor position outside the front gate)**
 - Welcome patrons warmly to the Loft Kids Fest.
 - Hand out free admission tickets and raffle forms to visitors at the gate.
 - Make sure each person receives a ticket before entering the patio.
 - Inform visitors if/when screening is full, "sold out".
- **Raffle Table: 9:00a - 10:00a (Indoor Seated position)**
 - Encourage Kids Fest patrons to enter the daily raffle.
 - Assist customers in filling out raffle forms.
- **Popcorn: 9:00a - 10:00a (Indoor Seated or Standing position)**
 - Hand out free popcorn to each guest
 - Popcorn Stations are on the silver benches by each door to screen 1, & in lobby of screen 3.
- **Craft Table: 9:00a - 10:00a (Indoor Standing position)**
 - Assist Kids Fest patrons with the daily craft activity on stage in theatre.
- **Greeter & Popcorn Help: 9:00a - 10:00a (Indoor standing position)**
 - Warmly greet patrons inside the front doors.
 - Hand out Kids Fest programs.
 - Direct Customers to raffle and popcorn at each side of the theater.
 - Keep an eye on popcorn bins and bring full bins from the concession stand to the popcorn stations as needed.
 - Answer questions from patrons about the Kids Fest and Loft Cinema as needed.
- **Ushers 9:15a - 10:15a (Indoor Standing position)**
 - Assist Kids Fest patrons in finding seats in the theatre.
 - Discourage patrons from jumping off of the stage.
- **Clean-up Crew: 11:45a - 12:45p (shift start and end times vary) (Indoor position)**
 - Assist Staff in cleaning the theater after Kids Fest.
 - Duties include picking up trash, sweeping, vacuuming, mopping and wiping down seats.
 - Shift times depends upon length of film.

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Volunteering at The Loft Cinema: KIDS FEST (Continued)

SAT & SUN (Additional Screening in Screen 3)

- **Ticket Distribution: 9:45a - 10:45a (Standing outdoor position outside the front gate)**
 - Welcome patrons warmly to the Loft Kids Fest.
 - Hand out free admission tickets and raffle forms to visitors at the gate.
 - Make sure each person receives a ticket before entering the patio.
 - Inform visitors if/when screening is full, "sold out".
- **Raffle Table: 9:45a - 10:45a (Indoor Standing position Screen 3)**
 - Encourage Kids Fest patrons to enter the daily raffle.
 - Assist customers in filling out raffle forms.
- **Popcorn: 9:45a - 10:45a (Indoor standing or seated position Screen 3)**
 - Hand out free popcorn to each guest.
- **Greeter & Popcorn Help: 9:45a - 10:45a (Outdoor Standing position on Patio)**
 - Warmly greet patrons on patio to direct them to screen 3.
 - Hand out Kids Fest programs.
 - Direct Customers to raffle and popcorn for screen 3.
 - Keep an eye on popcorn supply and bring full bin from the concession stand as needed.
 - Answer questions from patrons about the Kids Fest and Loft Cinema as needed.
- **Clean-up Crew: 12:45p - 1:45p (shift start and end times vary) (Indoor Position)**
 - Assist Staff in cleaning the theater after Kids Fest.
 - Shift times depends upon length of film.

OPENING AND CLOSING DAY: Free Eegees Service (Outdoor standing positions)

- **Eegee's Servers 12:00p - 1:00p**
 - Assist with set up of Eegee's tables
 - Scoop and serve free Eegee's on main patio
 - Assist with cleanup of Eegee's table
- **Eegee's Servers 12:30p - 1:30p (Screen 3)**
 - Assist with set up of Eegee's tables
 - Scoop and serve free Eegee's in front of screen 3
 - Assist with cleanup of Eegee's table
- **Eegee's Servers 11:15a - 12:15p**
 - Assist with set up of Eegee's tables
 - Scoop and serve free Eegee's on main patio
 - Assist with cleanup of Eegee's table
- **Cupcake servers 11:15a - 12:15p (Last day of fest only)**
 - Assist with set up of cupcake tables
 - Arrange and serve free cupcakes & Assist with cleanup of cupcake tables.
- **Eegee's Servers 11:45a - 12:45p (Screen 3)**
 - Assist with set up of Eegee's tables
 - Scoop and serve free Eegees in front of screen 3
 - Assist with cleanup of Eegee's table
- **Cupcake server 11:45a - 12:45p (Screen 3) (Last day of fest only)**
 - Assist with set up of cupcake table
 - Arrange and serve free cupcakes & Assist with cleanup of cupcake tables.

Periodic Theatre Support: Shift Descriptions *(continued)*

Volunteering at The Loft Cinema: LOFT FILM FEST

Volunteer shift descriptions:

ALL Film Fest Shifts: We may need your assistance to help clean theatres between movies to keep our festival on track. ***This is not a requirement to volunteer.*** If you can help, please inform your volunteer coordinator when checking in for your shift.

Greeter: Greet Film Festival guests at the front gate. Hand out Film Festival Programs. Direct guests to box office, waiting to buy ticket line, seating line, badge pick up or theater as necessary. Knowledge of all festival information is vital, as this is the first contact with patrons. Need to be comfortable working with large crowds of people. *(Outdoor standing position)*

Volunteer Check-In: Check in volunteers for their shifts and distribute ticket vouchers. Communicate volunteer status to volunteer coordinator via walkie talkie. Keep volunteer & staff break area neat and clean. *(Shaded Outdoor standing or seated position)*

Festival Party Help: Help set up and assist various film festival receptions. Duties may include setting up food and restocking food trays as necessary. Help keep seating area clear of trash and assist staff with clean up. *(Outdoor standing position)*

Info Table & Badge Distribution: Information table to assist festival attendees with questions. Welcome badge holders, check them off on master list and hand them their festival badge with lanyard. Please check ID or member card before handing out festival badge. Give any special instructions of how the festival badge is used, as directed by Volunteer Coordinator. *(Outdoor seated position)*

Screen 1 Clicker: Using a clicker you will record each guest who enters the theater with a film festival badge. Please ask badge holders to help us only "click" them once if they leave and re-enter the theatre. *(Indoor seated or standing position)*

Screen 1 Tickets: Volunteers in this position will check (do not tear) each ticket for the film the customers are attending. Make sure guest has the correct ticket and direct them to the correct theater if they are lost. Special attention is needed to make sure each guest has a ticket or film festival badge. Duties also include handing out member popcorn bags to Loft Cinema Members. *(Indoor seated or standing position)*

Screen 1 Line Lead & Usher: Line lead & Usher stays with the ticket holder line and escorts the line to the theater when it is time to be seated. Please make sure all customers in line have a ticket. Badge holders will be able to enter the theater before the ticket holders and have a separate line for early entry. Badge holders are allowed to enter with the ticket holders if they choose.

Once the line is in the theatre please help people find seats by keeping an eye on available seating. There will be reserved seating hoods with names on them. Please keep these seats empty for the reserved party. *(Outdoor standing position)*

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Periodic Theatre Support: Shift Descriptions *(continued)*

Volunteering at The Loft Cinema: LOFT FILM FEST (Continued)

Volunteer shift descriptions:

Screen 3 Clicker & Tickets: Requires multitasking. Volunteer will use 2 clickers. Volunteer will use 2 clickers. One clicker will be used to count each badge holder who enters the screening. The second clicker will be used to count each person who enters the screening. Special attention to detail to make sure each patron has a festival badge or correct ticket for the film. Please ask patrons to help us only “click” them once if they leave and re-enter the theatre. *(Indoor seated or standing position)*

Screen 3 Line Lead, Popcorn & Usher: Screen 3 Line lead, popcorn & Usher stays with the ticket holder line and escorts the line to the theater when it is time to be seated. Please make sure all customers in line have a ticket. Badge holders will be able to enter the theater before the ticket holders and have a separate line for early entry. Badge holders are allowed to enter with the ticket holders if they choose. Once the line is in the theatre, please assist with member popcorn distribution in lobby until 5 minutes before show time. Five minutes before show time please help people find seats by keeping an eye on available seating. There will be reserved seating hoods with names on them. Please keep these seats empty for the reserved party. *(Outdoor standing position)*

VR Attendant: VR (Virtual Reality) Attendant will assist patrons with their VR experience. Must be comfortable with technology. Volunteers will greet patron and cue a line for the next screening. 10 minutes before the previous screening is done, collect payment from the next group of guests. (VR screenings are free for Festival Badge holders)

When previous screening is done, assist patrons with removal of headsets, sanitize VR equipment and rotate charging units as needed. Assist next group of patrons with headsets, earphones and starting of film.

(Indoor/Outdoor standing position)

Outreach Volunteer Opportunities

Volunteering for the Loft Cinema: OUTREACH INFORMATION TABLE

The Loft Cinema supports various community events by hosting a Loft Cinema information table or booth. Volunteers assist by picking up promotional materials and transporting them to various events such as Tucson Festival of Books, Tucson Pride and Tucson Meet Yourself. Volunteers engage the community and promote The Loft Cinema, its mission, programming and membership program.

Administrative Office Support Opportunities

OFFICE WORK

Loft Office volunteers are asked to come to the Loft Cinema Office throughout the work week (Monday-Friday) to help out. Office volunteers file and alphabetize paperwork, enter data, stuff envelopes, fold brochures, and other duties that may be needed. General theatre event preparation is occasionally completed at the administrative office.

Additional Loft Cinema Information

Overview & History

MISSION STATEMENT: The Loft Cinema is a local nonprofit dedicated to creating community by celebrating the art and diversity of film.

Since November 2002 The Loft Cinema has been a mission-driven, membership-supported nonprofit arts organization, serving the greater Tucson area and all of Southern Arizona. The Loft Cinema Volunteer program began in the fall of 2008.

Without The Loft Cinema, audiences in Southern Arizona would not have access to the many films and visiting filmmakers who have enriched Tucson's cultural identity. Every year The Loft Cinema has dozens of community partners working to create community and raise awareness of a myriad of issues.

The Loft Cinema is a member-supported cinema, with more than 4,500 memberships representing more than 7,000 individuals.

Tucson is one of the smaller communities among the list of cities with independent, nonprofit, mission-driven art houses like The Loft Cinema. Independent art houses reflect their own communities, and The Loft Cinema is uniquely programmed to meet the needs of the many communities-of-interest that we serve.

The Loft Cinema - Tucson's Art House since 1972.

The Loft Cinema began as a community independent Art House in 1972 and had unofficial volunteers from the start.

September of 2008, The Loft Cinema received the first volunteer application and a dedicated team of amazing volunteers began to grow.

The Loft Cinema strives to fulfill our mission: creating community by celebrating the art and diversity of film. It is the devotion and commitment of volunteers and staff that is the heart of our Art House community.

The largest contribution by our volunteers is our dedicated and amazing theatre team. It is with our theatre volunteers that our Art House community is growing. Volunteers assist patrons with information, online ticket check-in, popcorn distribution, theatre ushering, and special duties when needed. Our volunteer Outreach Committee is focused on bringing the mission of The Loft Cinema to the Tucson community. Volunteers also serve on our board of directors and assist with various office tasks.

For 10 days each July, The Loft Cinema Kids Fest hosts free screenings and activities for Tucson's families. It is only with volunteer assistance that we are able to create a great experience for all families, some who may be coming to a movie theatre for the first time!

Each November, the international Loft Film Fest brings a fantastic array of films to Tucson. Once again our volunteers are key in creating an amazing experience for each patron.

Membership Program Information and FAQ

Memberships more than pay for themselves: Our members provide valuable support to The Loft Cinema! All proceeds from our membership program help bring you great films and fantastic special events!

All Memberships receive:

(Please see membership brochure for each level's benefits and any special incentives for the membership drive you are working.)

- 2 FREE tickets annually per member
- FREE screening of new film every month
- FREE organic popcorn with every visit
- Year round admission discounts
- Discount admission to events, including the Loft Film Fest
- FREE enrollment in Art House Visiting Members program
- FREE Loft Cinema sticker
- Weekly email updates/monthly film guide

Membership Levels

- \$60 Student/Teacher (Must show valid ID)
- \$90 Individual
- \$150 Couple (**2 people sharing same address**)
- Stars: \$330 Couple; \$200 Individual
- Superstars: \$630 Couple; \$380 Individual
- Director Circle: \$1200 Couple; \$720 Individual
- Exec Producer Circle: \$2500 Couple; \$1500 Individual
- Auteur Circle \$5000 Couple; \$3000 Individual

MEMBERSHIP FAQ

Membership questions can be directed to:

Email membership@loftcinema.org

How can I purchase a membership? You can easily purchase a membership online at loftcinema.org. You may also purchase a membership in person at the box office. Student, teacher, and military memberships are only available at the box office with current picture ID.

When do I get my membership card? Anyone who purchases a membership will receive their membership card within 7-10 business days.

Can I give a membership as a gift? Yes! You can purchase a gift membership online at loftcinema.org or at the box office. For students, teachers, and military personnel, you can purchase a \$60 gift card which they can redeem at the box office with their picture ID for a membership.

Can I transfer my membership to another party or obtain a refund? Memberships are non-refundable and non-transferrable.

How do I renew my membership? You can renew your membership online at loftcinema.org or in person at the box office.

What happens if I renew early? An additional year will be added to your membership, with no time lost. Your renewal date will advance 1 calendar year from your most recent renewal date.

I just joined online. How soon can I use my membership? Right away! When you renew online you will be emailed a receipt. Until you receive your membership materials, bring your receipt to the box office to receive member benefits.

How can I check my membership renewal date? Your renewal date is listed on your membership letter. You can also ask at the box office or email membership@loftcinema.org.

MEMBERSHIP FAQ (continued)

I lost my membership card. How do I get a replacement? Ask at the box office or email membership@loftcinema.org.

Is my membership gift tax-deductible? The Loft Cinema estimates the fair market value of membership benefits and considers the amounts below to be a good guideline for determining the tax-deductible portion of your membership dues. It is important to consult with your tax professional when making final determinations.

Membership Type	Dues	Tax-Deductible Value	Tax-Deductible Value During Membership Drive
Teacher, Student, Military	\$60	\$19	\$6
Individual	\$90	\$49	\$36
Couple	\$150	\$68	\$43
Stars Individual	\$200	\$132	\$119
Stars Couple	\$330	\$194	\$169
Superstars Individual	\$380	\$312	\$299
Superstars Couple	\$630	\$494	\$469
Director Individual	\$720	\$579	\$567
Director Couple	\$1,200	\$918	\$893
Executive Producer Individual	\$1,500	\$1,123	\$1,111
Executive Producer Couple	\$2,500	\$1,747	\$1,722
Auteur Individual	\$3,000	\$2,387	\$2,374
Auteur Couple	\$5,000	\$3,774	\$3,749

At what levels are installment payments available? Installment payments are available only online at loftcinema.org at the Director Circle level and above.

How do I know what and when the Member Screening is? You can find the most up-to-date Member Screening information on the bottom left corner of our website online at loftcinema.org. It is also listed at the bottom of the inside cover of the Film Guide each month.

Is the membership screening busy? What if it sells out? The Member Screening is usually busy. Members should arrive at least a ½ hour before the screening, especially if they have seating preferences. If the Member Screening is at capacity, Members will be issued a return pass to see this film another time (valid through the following Thursday).

Can I pick up Member Screening tickets early? Members may pick up tickets only for themselves (1 for Teacher/Student/Military/Individual, 2 for Couples and above) at the Box Office on the day of the Member Screening. The Box Office is open ½ hour before the first show of the day. Please see the website for showtimes.

The Loft Cinema Code of Conduct

No harassment of any kind.

The Loft Cinema seeks to improve the lives of our audience and strengthen our communities through fairness, honesty, respect, integrity and equity in the community we live in and serve, thereby fostering the success of the institution.

This is a safe, respectful, and inclusive environment for everyone to enjoy movies and special events. This Code of Conduct applies to everyone at the venue, at off-site events and participants in our social media channels. Guests, staff, volunteers, members, donors, vendors, and press will be held to the same standards. We reserve the right to remove or ban any person who does not adhere to the Code of Conduct. We do not tolerate harassment of any kind.

WHAT TO DO

If you are asked to stop any harassing behavior, STOP immediately.

If you experience or witness any form of harassment, please contact the nearest staff member. A manager will address the situation. To file a formal complaint, email conduct@loftcinema.org.

All complaints will be investigated; please provide detailed information and your contact information.

If you feel unsafe in your immediate situation, alert our staff, move to a safe location and dial 911.

Contact Information:

The Loft Cinema

3233 E. Speedway Blvd

Tucson, AZ 85716

Box Office Phone: 520.795.0844

Showtimes: 520.795.7777

All Other Inquiries: 520.322.5638

Brenda Rodriguez

Operations Manager / Volunteer Coordinator

volunteer@loftcinema.org