

VOLUNTEER AGREEMENT 2026

1. POSITION DESCRIPTION

Volunteering at the Sydney Film Festival (SFF) is a great opportunity to gain practical experience, meet new people, soak up the festival atmosphere and see exciting films in the program.

1.1 Benefits of volunteering include:

- (a) Learning practical front-of-house skills
- (b) Meet like-minded people, including SFF staff, audiences and fellow volunteers.
- (c) Get industry experience and behind-the-scenes insight.
- (d) Contribute to Sydney's culture and support the not-for-profit Festival.
- (e) Receive an Admit 1 Pass to book a Festival film ticket per volunteer shift.

1.2 Volunteers may be rostered to one of the nine main venues:

- (a) The State Theatre
- (b) Event Cinemas – George Street
- (c) Place Cinemas – Central & Norton St
- (d) Dendy Newtown
- (e) Hayden Orpheum Cremorne
- (f) The Ritz Cinemas Randwick
- (g) Sydney Town Hall – The Hub & Centennial Hall
- (h) Art Gallery of NSW
- (i) State Library of NSW
- (j) Sydney Opera House

1.3 Roles may include:

- (a) Queue and crowd management
- (b) Accessibility guide
- (c) Ticket Scanning
- (d) Distributing programs
- (e) Greeting patrons
- (f) Providing festival information
- (g) Runner

1.4 Volunteers will commit to at least five shifts, generally 4-5 hours each, across the 12-day Festival. The volunteer team is selected based on weekend and evening availability, experience, and enthusiasm.

1.5 Volunteers must have access to a mobile phone to be a Volunteer. This will allow you to sign in/out of shifts and receive the roster and communication via the Volunteer software system.

2. VOLUNTEER ROLE

2.1 I acknowledge and agree to the following:

- (a) Joining the volunteer team at the Sydney Film Festival (SFF) means you agree to perform all duties voluntarily, and you will not receive remuneration or payment or claim expenses for your role.
- (b) You accept that this role is not an employment or contractual relationship.

- (c) SFF values its volunteers. You will be given a position description, an induction, a shift briefing, and a supervisor responsible for you so that you understand your role and the tasks you are authorised to perform.
- (d) You must have access to a mobile phone to sign in/out of shifts and receive the roster via the Volunteer Database.
- (e) SFF respects your privacy and keeps your private information confidential.
- (f) Under SFF's insurance policy, volunteers are covered when carrying out authorised activities on shift.
- (g) You will commit to at least five shifts, generally 4-5 hours each, across the 12-day Festival.

3. Code of Conduct

3.1 I acknowledge and agree to the following:

- (a) Be punctual, arrive at shifts at the assigned time, and comply with all reasonable instructions.
- (b) Perform all duties with diligence, competence, and good faith to the best of my abilities.
- (c) Ensure supervising staff are informed of my whereabouts during volunteer shifts.
- (d) Do not engage in personal conversations with festival guests or ask for photos on red carpets or at events.
- (e) Wear appropriate clothing and attire when volunteering or representing SFF. And to wear the provided Volunteer T-Shirt and Accreditation for the shift.
- (f) Agree to the COVID-19 safety rules and protocols recommended by SFF and all our venues.
- (g) Comply with our zero-tolerance policy on volunteering under the influence of illegal drugs or alcohol.
- (h) Use appropriate language, tone, volume, and content while undertaking activities associated with SFF.
- (i) Maintaining respect in all SFF stakeholders' dealings, including audiences, volunteers, staff, guests, and partners.
- (j) Comply with SFF's policy of not providing statements to the media and providing staff as media contacts.
- (k) Implement SFF staff policies and decisions promptly and responsibly.
- (l) Act as a representative of SFF, enhance and protect the Festival's reputation in all contexts.
- (m) Treat all SFF stakeholders non-discriminately.
- (n) Actively avoid harassment and discrimination against staff, volunteers, and the general public on grounds of gender, sexual preference, age, race, cultural background, disability, political or religious conviction.
- (o) Disclose your conflicts of interest, either financial or personal, in SFF's business.
- (p) Comply with all reasonable measures of occupational health and safety of SFF.
- (q) Immediately report any WHS risks or incidents to supervisors, including injuries and medical incidents.
- (r) Be efficient and considerate when using SFF resources, facilities, equipment, and work time.

4. Confidentiality

4.1 I acknowledge and agree to the following:

- (a) I may encounter or use confidential information in my SFF volunteer role.
- (b) This includes information (such as documents or statements) not released to the public, stakeholder and customer lists, contact names, and terms of trade with stakeholders/customers.
- (c) During or after my time volunteering with SFF, I must not, without written authority, divulge confidential information to anyone other than an employee authorised to receive this information.
- (d) I will not use any such confidential information for my own personal gain.

5. Intellectual property (IP) rights

5.1 I acknowledge and agree to the following:

- (a) SFF globally owns all data and material (photographs, audio, video, etc.) related to me or featuring my likeness as an SFF volunteer.

6. Acceptance

6.1 In applying for a volunteer role at the Sydney Film Festival, I hereby agree to these policies and codes.

6.2 That failure to do so may result in removal from the Volunteer Program for the current or future years, and the surrender of any Admit One Codes provided or earned.