

**BANDON LIBRARY FRIENDS AND FOUNDATION
(BLFF)
VOLUNTEER POSITION DESCRIPTION**

1. Position Title

Chair, Mondays at the Library: Classic Film Night

2. Work Location

Most activity will be on your own. Classic Film Night is held on the 2nd Monday of each month in the Sprague Community Room at the Library. Attendance at monthly BLFF Board meetings at the library is optional.

3. Purpose of the Position

In order to support its mission of promoting community and cultural events in Bandon, Bandon Library Friends and Foundation will sponsor a monthly classic film showing event. The Chair will select films for, coordinate and host each event.

4. Responsibilities and Duties

- Annually, select films to be shown and publish the schedule. Film titles must be covered under our license with movlic.org.
- Obtain a copy of the film on VHS or DVD media.
- Assure that the Public Performance License for showing movies is budgeted for and renewed annually.
- Coordinate the publicity for the event with the Publicity Chair.
- Provide film summaries, graphic materials, etc. as requested by the Publicity Chair.
- Provide information and/or an article to the Newsletter Chair and the webmaster regarding events.
- Provide information, including desired date of release, for the email to the BLFF member distribution list.
- Be responsible for room setup and clean-up, recruiting the needed help.
- Bring refreshment supplies (coffee cups, napkins, etc.), cookies, coffee and tea as needed.
- Assure the Sprague Room is reserved and arrange access to the room by 6:00 pm on the day of the event.
- Setup (and pre-test, if possible) the projection equipment (e.g. digital projector, speakers, media player, and movie media).
- Alternately, arrange for and coordinate the resources needed to perform the above duties.

5. Qualifications

- An organized person who wishes to promote and support community cultural events.
- The ability to maintain contact, via phone and email, with BLFF.
- The ability to coordinate and participate in each event on the 2nd Monday of each month.

6. Commitment Expected

Three to four hours monthly setting up and attending the Classic Film Night Event. Some number of hours researching and selecting films and acquiring the media. Assist in the development of the marketing, web site and newsletter materials for the program. The Chair would report at least annually to the BLFF Board on activity and obtain budget approval for planned activities.

7. Training

Learn how to set up the digital projection equipment used to show the films. Use email and the Internet for research and communication. Learn how to set up the Sprague Community Room for the event (see Checklist for BLFF Sprague Community Room Events.)

8. Other

Access and explore the site <http://www.movlic.com/library/index.html>.