



## VOLUNTEER GUIDE

Taos Film Festival (TaosFF), April 23–26, 2026, will be the first of its kind produced by Taos Center for the Arts (TCA). The event will celebrate film, storytelling and community. While TCA is programming films and producing events year-round, we will need

### **THE HELP OF MANY HANDS**

to bring TaosFF to its fullest fruition. This guide outlines opportunities and expectations. We are excited to work with you!



### **PREP+PLAN**

Join us early to  
build this thing

**PG 2**

### **SCREENER**

Watch submissions &  
help make selections

**PG 3**

### **PRODUCTION**

Work during the  
festival dates

**PG 4**

### **HOST**

Offer housing to  
visiting filmmakers

**PG 5**



# PREPARATION + PLANNING

JULY 2025–APRIL 2026

We need brain power, positivity, and creative minds. We are looking for planners and rabble-rousers to help with administration, development outreach and community organizing. If you like to write, track and organize information, talk to people and cultivate networks of engagement, send us an email: [INFO@TAOSFF.ORG](mailto:INFO@TAOSFF.ORG)

## **BUSINESS SPONSORSHIP**

We will be engaging local businesses for participation during the festival weekend, as well as seeking event sponsorship. Think streamlined approach and introducing the festival to business owners.

## **AUXILIARY PROGRAMMING**

Meet-ups, filmmaker meet & greets, talks, workshops, parties, activities...all the ways this festival will come to life outside the movie theater. Think turning vision into to-do lists, then DOING!

## **ARTIST / FILMMAKER SUPPORT**

We want TaosFF to feel good for participating filmmakers. From setting up the filmmaker lounge to helping arrange housing and transportation, this role thinks about all the ways to take care of our guests.





# COMMUNITY SCREENER

SEPTEMBER 2025–FEBRUARY 2026

Lend your voice and insight to programming TaosFF. Community Screeners watch submitted films and carefully consider whether they are a fit for the festival. We are committed to carefully considering every submitted film, so this role requires follow-through. Screeners need a computer and good internet connection. Select your own time commitment:

☐ 10 hours    ☐ 20 hours    ☐ 30 hours    ☐ 40+ hours

## PROCESS

TaosFF Programming Committee, Programming Leads, and Community Screeners work together to determine selections for TaosFF.

This will be a digital process. Most screenings will take place at your home. If there is interest and capacity, Programming Leads may organize group screenings.

Screeners will score films using a rubric provided by TaosFF.

Screening films is hard work, and critical to the success of the festival. If you love movies, cinema, and stories then this will be a fun and engaging process.

## EXPERIENCE

While we welcome (and are grateful for) experienced screeners and programmers, you do not need to have experience to join us in this process. We are looking for folks who have a love for cinema and movies, and are open to all kinds of storytelling

**LINK TO APPLICATION**



# FESTIVAL PRODUCTION

APRIL 20–27, 2026

There are various volunteer positions specific to the production and duration of TaosFF. While some preliminary meetings and training will be required, the bulk of your work will take place during the week of the festival. Screenings will be held at TCA, Harwood Museum of Art and WildFlower Playhouse. Auxiliary programming will take place at various venues around town. Production Volunteers may perform more than one role.

## COMMITMENT

- No minimum # of shifts.
- Shifts are 2–4 hours long.
- Festival production volunteers *do not* have to volunteer for the entire festival run.

## BOX OFFICE VOLUNTEER

Assist in the Front of House at screening locations. A customer service position that requires an interest in people and problem solving to ensure that all festivalgoers have a great experience. Expect flurries of busyness and the demands of cashiering.

## PRODUCTION VOLUNTEER

You will learn how ticketing systems work, festival structure and troubleshooting pathways, and how this whole thing will come together. Technical savvy or interest helpful.

## PARTY HOST / GUEST SERVICES

At meet-ups and parties we will get good vibes going by connecting people and assisting the production team. You will be greeting folks, setting up and breaking down, and happily floating around the room. (If this is up your alley, consider joining us in the Prep+Planning stage to help cultivate the vibe.)

## DRIVER

We will be running around for various reasons. We'll need a few dedicated folks who can bring things to locations, and lend transportation to filmmakers, artists, and presenters. You will need to use your own vehicle.

[LINK TO APPLICATION](#)





# ARTIST HOST

APRIL 2026

An important part of TaosFF will be bringing filmmakers and artists to Taos and we hope to provide them places to stay. This offering can make the difference for a filmmaker weighing the costs of making the trip.

## THE PROCESS:

- We will collect information from community members who can offer a room, casita, or whole house during the festival week, April 20–27, 2026.
- We will collect information from filmmakers and artists who will travel to Taos for the festival.
- February–April of 2026, we will get together with Hosts and match up visiting filmmakers and artists based on housing needs, timing, and any other preferences from both sides of the arrangement. We'll be match-making!

[LINK TO APPLICATION](#)



# EXPECTATIONS

## CONDUCT

All volunteers are expected to be communicative and kind with each other, festival goers, venue and festival staff. This means attending to questions thoughtfully, treating others respectfully, and doing what you have agreed to do to the best of your ability. As roles are settled, all volunteers will meet or speak with their assigned organizer and schedules will be chosen. If you need to cancel a shift, please provide as much advance notice as possible. No-shows will be removed from future shifts.

## TIMELINESS

Regardless of role, timeliness is crucial. Pre-Festival Volunteers will be called up to perform specific tasks on deadline. Screeners will need to commit to a time track, watch films, complete scoring rubrics and contribute to programming decisions in accordance with TaosFF's published submission deadlines and notification dates. Festival Production Volunteers will need to report for shifts 15 minutes before they are set to begin, and must stay at their post until dismissed by an organizer or other volunteer.

## CONTACT

send questions & ideas to:  
[INFO@TAOSFF.ORG](mailto:INFO@TAOSFF.ORG)