

MIFF Volunteer Terms of Engagement

FILMFEST LIMITED

ABN 12 006 391 902 (“**MIFF**”, “**Organisation**”)

Please carefully read through all Terms of Engagement before submitting your application.

1. You hereby agree to provide your voluntary services to MIFF from Saturday 3 August – Sunday 25 August 2024. This is inclusive of any induction dates, Festival delivery dates (8 August – 25 August) and any encore screening dates.
2. You will report directly to the MIFF Venue Coordinator at each venue, and the Volunteers Manager, Operations Manager, Front of House Manager, and where applicable the Operations Coordinators. Such MIFF personnel shall hereafter be referred to as your “Supervisor”.
3. You acknowledge and agree that you will undertake your volunteer responsibilities in accordance with all of MIFF’s standard operating policies and procedures (as provided to you by MIFF or as explained to you by your Supervisor). You will additionally undertake your volunteer responsibilities in accordance with all reasonable directions given to you by your Supervisor.
4. Carrying out your responsibilities as a volunteer whilst under the influence of alcohol or drugs will result in Filmfest Limited immediately ending your volunteer relationship with MIFF.
5. You acknowledge that MIFF relies on their Volunteers arriving to their scheduled shifts on time. In the event that you fail to arrive on time to perform your volunteer responsibilities on two (2) or more occasions without notifying your Supervisor, MIFF reserves its right to end your volunteer relationship with MIFF.
6. Volunteers are expected to respect the Organisation’s Code of Conduct, procedures and policies and you agree to conduct yourself in an appropriate manner. This includes conducting yourself in a collegial manner with MIFF staff, fellow volunteers and MIFF attendees at all times.
7. Volunteers are expected to wear their branded MIFF volunteer t-shirt for all shifts as their uniform. This t-shirt will be provided to you. Please ensure the rest of your attire is professional and work appropriate. Please make sure your MIFF volunteer t-shirt is not visible whilst travelling to and from venues and while on break. You must not consume alcohol or smoke/vape while wearing your volunteer t-shirt.
8. You acknowledge and agree that during your time as a MIFF Volunteer, you will not promote, or cause to be promoted, any businesses, events or engage in any activities that may detract from the focus of MIFF at any MIFF venue or function or represent MIFF in any written or verbal communication without the express prior authorisation of MIFF management. Non-compliance with this clause will result in immediate termination of your volunteering with MIFF.

9. You agree to support the aims and objectives of the third-party organisations that have a direct relationship with your role. This includes, but is not limited to, MIFF external venues and MIFF partners.
10. You may be required to provide additional information as requested from our venue partners to comply with their policies and procedures regarding the engagement of Volunteers in their venue(s). This may be requested at any time throughout the recruitment period.
11. You will only be expected to perform the tasks as detailed on your Volunteer Position Description and agree to follow the instructions of the Volunteers Manager, your Supervisor and MIFF staff whilst on shift, within the scope of your role and training.
12. As a volunteer, you will be covered by MIFF's Voluntary Workers Personal Accident insurance policy with Berkshire Hathaway Specialty Insurance, as varied from time to time. In the event that you have any pre-existing health conditions or issues, it is a requirement that these are fully disclosed by you to ensure that you are covered by MIFF's insurance. Pre-existing conditions are a standard exclusion from coverage under all Accident & Health related insurance policies. This means that if you have a pre-existing condition and it contributes to an accident or injury, you need to be aware that this insurance policy may not cover any related expenses or claims. A pre-existing condition refers to any known or reasonably expected sickness, disease, disability, syndrome, or related symptoms that the insured person was aware of or sought medical attention for within the 12 months prior to being covered by the policy.

General insurers in Australia are governed by strict legislation regarding Medicare expenses. General insurers are therefore prevented from making payment of benefits, costs, or expenses for professional or medical services rendered in Australia for which Medicare benefits are or would be payable. Hence, MIFF's insurance policy only covers Non Medicare Medical Expenses and these are defined as expenses that are not subject to any full or partial Medicare rebate, nor recoverable from any other source (i.e. Private Health insurance).

Please note that Non Medicare Medical Expenses does not mean any or part of any expenses for which a Medicare benefit is paid or is payable including the balance of monies due or payable after deduction of any Medicare benefit or rebate from the actual expense incurred (commonly referred to as the "Medicare gap"). Non Medicare Medical Expenses can include ambulance fees, physiotherapy and chiropractic treatments, dental, medical equipment and aids.

13. You acknowledge and agree that you are not entitled to the payment of any remuneration including salary or superannuation with respect to any services provided to the Organisation.
14. You agree and acknowledge that as a Volunteer, you are not entitled to the benefit of any statutory entitlements applicable to any employee of the Organisation, such as annual leave, personal leave or long service leave.

15. You acknowledge and agree that during your time as a Volunteer with MIFF, you may be photographed or recorded and that such photographs or recordings may be used by MIFF in MIFF's promotional materials. You hereby consent to the use of your name and likeness being used in connection with such promotional materials and agree that you shall have no right to pre-approval of, nor any entitlement to payment for any such use.
16. You acknowledge and agree that as a Volunteer, you are not under any obligation to provide the services to the Organisation at any particular time, or at all and you may end the volunteer relationship with MIFF at any time.

Volunteer Benefits

The Organisation may, in its absolute discretion, determine to award the following items to you during your time as a Volunteer with MIFF:

As a MIFF 2024 volunteer, you will enjoy:

- An official MIFF volunteer T-shirt
- **Four (4) single-session admit-one tickets upon your attendance at the Volunteer Induction Day and one (1) single-session admit-one ticket allocated at the end of each completed shift. Volunteers who do not attend the in-person Induction Day will not receive 4 admit-ones.** These admit-ones will be valid for in-cinema sessions for the 2024 festival only. Admit-ones are not linked to individual volunteers; this means that you can use multiple single-session admit-ones to attend films with friends or family, rather than being limited to attending films by yourself or with a paying companion. This also means, if you complete more than the required six shifts, you will receive more admit-ones and have an opportunity to see more films!
- After attending and completing ten (10) shifts within the 2024 festival's in-cinema dates (8 – 25 August), you will be offered a complimentary MIFF Membership valid for 12 months from the date of issue. This conditional benefit is valid for the 2024 festival only and subject to change.
- Entry to the MIFF End of Festival Party
- Entry to MIFF Volunteer Social Meet-Ups
- Entry to the Volunteer Secret Screenings

Awarding of the above listed items shall be in MIFF's sole discretion and subject to availability of such items. You shall have no fixed entitlement to receive any of the items and receipt by you of any such item(s) shall not constitute payment for the volunteer services provided.

Confidential Information Policy

1. You acknowledge that you may be given access to or obtain information which is confidential and that such confidential information is of considerable commercial value to the Organisation.

2. You agree that you will not disclose, divulge, sell or communicate to any person any confidential information that may come to your knowledge in the course of your engagement with MIFF, unless expressly authorised by MIFF or required by law or court order.
3. You will not use, or attempt to use, confidential information for your own or any other purposes, or in any manner that may injure or cause loss directly or indirectly to MIFF and/or its business.

Electronic Acknowledgment

I hereby electronically accept MIFF's arrangement as a Volunteer, and the terms and conditions as set out in these terms of engagement.

Application execution acknowledged via electronic acceptance.