

## FACILITIES

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The Film Place has the use of the University of Buckingham's largest lecture theatre, which is a great facility. We are able to offer a capacity of 180 banked seats (including a limited number of disabled places) all with a good view of the 4m wide large screen. We use a surround sound audio system (incorporating an Audio loop). We offer for sale a good range of confectionery, ice cream, tea, coffee and occasionally wine. We have comfortable sofas, chairs and tables to use while you wait to meet friends prior to watching the film. We also have free car parking just over the road to complete the convenience of coming to the Film Place.



## VOLUNTEERS

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Our biggest asset is our pool of volunteers without whom The Film Place would not continue to exist. We are constantly looking to recruit new volunteers to help run each film showing. Each film showing needs a head volunteer to coordinate the other volunteers who are needed for box office, confectionery sales, ticket collection, and of course a projectionist. They meet one hour before the film starts.

## VOLUNTEER OPPORTUNITIES

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**Got some spare time? Even if it's only a few hours a month. Please volunteer to help us to continue to provide this useful community facility. We are sure you will find it rewarding.**



**Our volunteer coordinator would love you to contact him with offers to help. Use this email address to contact him:  
info@thefilmplace.org.uk**

**The Film Place  
Chandos Road University Building,  
Station Road,  
Buckingham MK18 1EG**



**The Film Place**

www.thefilmplace.org.uk  
info@thefilmplace.org.uk  
Phone (01280) 822024

**TheFilmPlace** 

**BUCKINGHAM'S CINEMA**

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## VOLUNTEER OPPORTUNITIES

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**Got some spare time? Even if it's only a few hours a month. Please volunteer to help us to continue to provide this useful community facility. We are sure you will find it rewarding.**

The Film Place is a volunteer run community cinema that was launched in 2005. It aims to give two film showings per week with a varied programme of films covering mainstream and specialised films such as foreign language films. We occasionally organise special events such as shorts nights, talks before films by (for example) film directors or producers. To give you some perspective on the popularity of the Film Place, it had already given about 420 film showings to well over 20,000 people in its first five years of operation (November 2010).

## VOLUNTEERS

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The **head volunteer** is an experienced volunteer who takes charge of the film showing. He/she is responsible for the keys / cash floats and coordinates the other volunteers.

The **projectionist** normally sets up the theatre and readies the projection equipment prior to the film showing. He/she then controls the equipment for the film showing and then helps in restoring the theatre to be ready for University use. You can get a feel for projectionist role by looking at the equipment he / she has to use.



**Projection Room**

The **other volunteers** set up the reception areas one hour before the film showing which involves moving tables and chairs, putting black cloths on the tables and dais, putting up the signage and portable display panels and getting out and displaying the confectionery.

Once the preparations are completed specific tasks are allocated to the volunteers, which could be manning the box office to sell the tickets, manning the confectionery sales area, making and selling the coffee/teas or manning the ticket collection area.



Once the film has started everything is put away. After the film the head volunteer, and if necessary, some of the other volunteers stay behind to help with restoring the lecture theatre for University use and checking the reception area.

We normally have five/six volunteers per showing which for most showings makes it relatively light work and gives you plenty of time to chat. However, every now and again you get a blockbuster film, like “The Queen” for example, when you are extremely busy with a full house and we even have to send some people away.

Volunteers can watch the film for free and receive a voucher for another film as a small reward for volunteering.

## DUKE OF EDINBURGH AWARD STUDENTS

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We believe that we provide a great opportunity for these students to achieve their requirements for community or skills service elements of this award by acting as a volunteer for us for 3, 6 or 12 months in a any of the roles mentioned above. Duke of Edinburgh students can watch the film but don't normally receive vouchers as they are providing their time as part of their efforts to gain bronze, silver or gold awards.

## TRAINING

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We provide on the job training by making sure that you work with experienced volunteers when you start so that you can build up your experience. On the whole, most duties are quite straight forward and don't require much training. In the future, you may then help others gain experience or become a head volunteer.

The projectionist role is a skilled job and the skills need to be developed by working with an experienced projectionist for several showings. It seems a bit daunting at first, but most people find it quite easy after they have fulfilled this role a few times.

