

**James V. Brown Library
Volunteer CIRCLE Program
Position Description**

Market Street Matinees Cinemaster	
Part of a volunteer team hosting regularly scheduled movie matinees and periodic special events	
Hours	Sunday and Wednesday afternoons from 1:30 to approximately 5:30 pm, plus special events
Time Commitment	4 to 8 hours weekly Minimum 8 hours per month Minimum 6 month commitment
Location	Lowry Theatre on the 3 rd floor of the Welch Wing or alternate location when required
Nature of Work	Set up Chairs Distribute refreshments Operate projection equipment Monitor film screening Break down and clean up room Offer assistance to public as needed Accurately and promptly submit event attendance numbers Work as part of a team to staff film events Work with team as needed to find replacement and fill in for others Staff special events Attend periodic team contact sessions
Qualifications	Ability to work independently Friendly and outgoing – strong “people skills” Ability to lift 25 lbs. and perform light physical tasks Technical proficiency sufficient to operate and troubleshoot projection equipment
How to Apply	Contact Volunteer Coordinator at 326-0536, pick up paper application at library customer service desk, apply online at www.jvbrown.edu/volunteer.html
Supervisory Department	Information Services/Adult Programming Coordinator