
FESTIVAL TECHNICAL ASSISTANT

Job Description

SIFF's mission is to create experiences that bring people together to discover extraordinary films from around the world. It is through the art of cinema that we foster a community that is more informed, aware, and alive.

OVERVIEW AND IMPACT:

The **Festival Technical Assistant** creates all on-screen digital cinema packages, and on-line versions of cinema pre-show content, and manages the distribution of content to venues via physical media and online distribution resources. Reporting to the Director of Operations – Festival and the Technical Operations Manager, this position provides daily support to the Video Quality Control Officer and Technical Operations Manager.

PRIMARY DUTIES & RESPONSIBILITIES:

- Create and manage all in-house DCP content creation including trailers, slides, bumpers, and ads
- Quality-check all created DCPs before distribution
- Coordinate with programming to gather and organize content source files from distributors and various web sources to the central office server
- Catalogue DCP and web progress of all films in the FileMaker database including source file location, completion status, and file format(s)
- Collect and distribute finalized DCPs to all venues in cooperation with the production team
- Organize and update cinema slideshow across all venues throughout the festival
- Support the Video Quality Control Officer and Technical Operations Manager
- Other duties as assigned

QUALIFICATIONS:

- Experience with digital cinema, servers, and projection required
- Experience in digital cinema management
- Experience creating digital cinema content required
- Trained in, with an intermediate knowledge of, video production and digital cinema projection
- Familiarity with Linux, Mac, and Windows software and applications

DATES OF EMPLOYMENT:

April 25 – June 13, 2016

TO APPLY:

Email letter of interest and resume to siffjobs@siff.net indicating **Festival Technical Assistant** in the subject line.

SIFF is an equal opportunity employer. We seek to hire candidates that reflect the cultural diversity of our community. We welcome and encourage qualified candidates from all national, religious, racial and ethnic backgrounds, from all gender expressions and sexual identities, and from persons living with disabilities, to apply to become a part of our organization.