
FESTIVAL GUEST RELATIONS TRAVEL COORDINATOR

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 **Guest Relations Travel Coordinator**, reporting to the Guest Relations Manager, is responsible for booking air travel and hotel accommodations for Festival guests from around the world.

PRIMARY DUTIES & RESPONSIBILITIES:

- Book air travel* for out of town guests consistent with established guest relations procedures for securing best flights and prices; correspond with guests to determine best flights and fares – may require some negotiation with guests. *Airfare is booked through a number of different channels: Some flights are booked directly with specific airlines, and some are booked through pre-determined sponsorship agreements.
- Book hotel accommodations for out of town guests per specific sponsorship agreements between SIFF and a number of different Seattle hotels; correspond with guests to determine acceptable accommodations – may require some negotiation with guests.
- Work with the Guest Relations Coordinator to assure that all ground transportation for guests is arranged.
- Interface with SIFF Development Department to ensure adherence to all details of travel and hotel related sponsorships.
- Work closely with all SIFF guests to insure that their festival experience is superb.
- Other duties as assigned

QUALIFICATIONS:

- Two – three years experience in accommodating, scheduling, and coordinating domestic and international travel
- Knowledge of best practices for accommodating and scheduling domestic and international travel
- Community arts, festival and/or non-profit experience is a plus
- Keen attention to details, a love for excel spreadsheets, and a disposition for a fair amount of screen time in front of a computer
- Comfortable with MAC computers; experience Filemaker and/or Shiftboard is a plus

DATES OF EMPLOYMENT:

March 21 – June 24, 2016

TO APPLY:

Email letter of interest and resume to siffjobs@siff.net indicating **Festival Guest Relations Travel Coordinator** 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.