
FESTIVAL GUEST SUITE 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 **Festival Guest Suite Coordinator** is responsible for all details relating to the SIFF Guest Suite, which supplies hospitality, accreditation and an area of relaxation for all invited guests each day of the Festival from 9am until 7pm, with a Happy Hour from 5pm – 7pm. Reporting to the Guest Relations Manager, Guest Relations Suite Coordinator should be a people person who delights in working as part of a team, has a solid sense of humor, and understands the value of a “no drama” attitude.

PRIMARY DUTIES & RESPONSIBILITIES:

- Oversee room set-up and hospitality including catering, gift bags, etc.
- Provide on-site supervision of Guest Suite volunteer and intern staff
- Check-in and register all guests
- Create and print guest passes
- Arrange and print comp tickets
- Assure current film posters are displayed in line with screenings
- Coordinate with venues for all reserved seating needs for each screening
- Perform general concierge duties
- Other duties as assigned

QUALIFICATIONS:

- Two years progressive experience in hospitality
- A “people person” who enjoys working with volunteers and interns and can effectively lead from within as a part of the team
- Demonstrated organization skills and attention to detail
- Community arts, festival and/or non-profit experience is a plus
- Comfortable with MAC computers; experience Filemaker and/or Shiftboard is a plus

DATES OF EMPLOYMENT:

May 9 – June 17, 2016

TO APPLY:

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