
FESTIVAL PUBLICATIONS MANAGER

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 Publications Manager** is responsible for the overall production of the Festival Catalog, Festival Guide, and website copy. This position reports to the Director of Marketing and Communications and supervises the editorial and intern staff.

PRIMARY DUTIES & RESPONSIBILITIES:

- Oversee and manage all aspects of producing the Festival Catalog, Festival Guide, and website copy.
- Manage timelines and workloads of Publications Associate Editors, freelance writers, and interns to ensure deadlines are met.
- Coordinate with other departments to gather information and issue writing assignments.
- Manage the process and communication with outside vendors in relation to the production of publications.
- Write, edit, and proofread content for all publications (print/digital).
- Select, train, and manage interns and freelance writers, staying within the designated budget for all hired freelancers.
- Create and implement a production schedule and paginations in coordination with the Graphic Designer.
- Organize proofing process, ensuring all protocols and approvals are met.
- Input and change content in database throughout the production process.
- Assist with additional website copywriting, proofing, and updating as needed.

QUALIFICATIONS:

- Bachelor's with major in a closely related field; or an equivalent combination of training and experience
- Three years progressive experience in writing, editing, publication production, and project management
- Demonstrated team leadership skills including outstanding interpersonal skills to delegate responsibilities and effectively communicate project needs
- Ability to balance multiple priorities simultaneously in a fast-paced environment while maintaining concentration and level temperament
- Advanced skills in writing, editing, and proofreading
- Extensive knowledge of AP style, journalistic principles, and publishing practices
- Experience with Ingeniux or similar web content management system

DATES OF EMPLOYMENT:

- March 1 - May 13, 2016

TO APPLY:

Email letter of interest and resume to siffjobs@siff.net indicating **Festival Publications Manager** 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.