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## FESTIVAL SPECIAL EVENTS 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 Special Events Assistant** is responsible for inventory and production supporting the Festival Special Events Coordinator and Special Events Manager in implementing over 50 Festival events. This position focuses specifically on inventory management, product delivery, event load in, load out, overall event production, sponsor and guest interaction, and volunteer management.

#### PRIMARY DUTIES & RESPONSIBILITIES:

- Organize, maintain, and track product inventory for approximately 50 Festival events
- Correspond with sponsors and suppliers to coordinate delivery of Festival product
- Keep detailed records of supplies used at each event, and remaining in event inventory
- Manage and Assist with load-in and load-out of events, supervision of event strike
- Scheduling and management of volunteers
- Coordinate and implements product delivery to all Festival events and Hospitality Suite

#### QUALIFICATIONS:

- Must have flexible schedule and be available for scheduling 24/7 for duration of Festival (5/19 – 6/12)
- Expert knowledge of Microsoft Office and Excel
- Must have valid driver's license and clean driving record
- Volunteer management experience
- Must be at least 21 years of age
- Must be comfortable driving and parking a large utility van
- Ability to work as part of team, ability to work in high stress situations
- Extremely organized and self-motivated
- **HEAVY LIFTING REQUIRED**

#### DATES OF EMPLOYMENT:

April 18 – June 24, 2016

#### TO APPLY:

Email letter of interest and resume to [siffjobs@siff.net](mailto:siffjobs@siff.net) indicating **Festival Special Events 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.*