
FESTIVAL SPECIAL EVENTS 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 Special Events Coordinator** is responsible for the overall organization and implementation of approximately 50 Festival events. Reporting to the Special Events Manager, this position focuses on the administrative duties, volunteer management, event sponsor correspondence, and attendee interactions – SIFF members, donors, and special guests.

PRIMARY DUTIES & RESPONSIBILITIES:

- Oversee event set-up and strike of all festival special events
- Recruit, schedule and manage volunteers for general event duties and specialized teams
- Draft and edit numerous event invites utilizing Eventbrite and Constant Contact
- Create, and schedule volunteer shifts utilizing Shiftboard
- Communicate with various event sponsors leading up to Festival events, and serve as onsite contact at events
- Assist with sponsor acknowledgement and thank yous
- Work with product suppliers to schedule and coordinate deliveries, and sponsor arrival
- Organize, maintain, and track inventory
- Other duties as required

QUALIFICATIONS:

- Ability to work a flexible schedule including evenings and weekends, specifically around the clock scheduling for the duration of Festival (5/19 – 6/12)
- Bachelor's degree in a related field preferred
- Excellent communication skills (oral and written)
- Expert knowledge of Microsoft Office and Excel
- Extremely organized and self-motivated
- One to two years volunteer management experience
- Possess a valid driver's license and clean driving record
- At least 21 years of age at the date of hire
- Must be comfortable driving (and parking) a large utility van
- Ability to work as part of team, ability to work in high stress situations
- Ability to perform **some required heavy lifting**
- Possess a good sense of humor

DATES OF EMPLOYMENT:

March 21 – June 17, 2016

TO APPLY:

Email letter of interest and resume to siffjobs@siff.net indicating **Festival Special Events 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.