
FESTIVAL VENUE 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 Venue Manager**, reporting to the Operations Manager, oversees all operations relating to an individual screening facility; supervises on-site venue crew volunteers

PRIMARY DUTIES & RESPONSIBILITIES:

- Oversee the front-of-house volunteer staff
- Oversee and ensure crowd control
- Oversee ticket/pass scanning
- Liaise with year-round Cinema Management and Operations Manager to ensure timely program starts and maximize seating efficiency
- Coordinate individual venue box office and merchandise sales
- Ensure a positive screening experience for patrons

QUALIFICATIONS:

- Experience providing festival, events, and/or facilities management helpful
- Ability to perform well in a stressful situation
- Ability to stay focused and ensure completion of tasks
- Ability to lead and motivate a diverse and changing/rotating team
- Ability to ensure a pleasant patron, volunteer, and staff experience
- Experience using Filemaker Pro/Ticketing system a plus
- Ideal candidate will:
 - Be organized
 - Have the ability to adapt quickly
 - Have solid computer and technology skills
 - Remain calm in the face of chaos and/or ambiguity

DATES OF EMPLOYMENT:

May 16 – June 17, 2016

TO APPLY:

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