
FESTIVAL GUEST RELATIONS ADMINISTRATIVE 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 **Guest Relations Administrative Assistant** supports the guest relations department. Reporting to the Guest Relations Coordinator and Guest Relations Manager, the Administrative Assistant will provide data entry; generate guest welcome letters and itineraries, as well as field guest questions and concerns. The Guest Relations Administrative Assistant 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:

- Prepare and e-mail all welcome letters for approximately 200 guests
- Prepare and e-mail itineraries for approximately 200 guests
- Field questions and concerns from individual guests
- Compile Guest Welcome packets
- Troubleshoot volunteer driver issues/concerns
- Update guest files in Filemaker Pro database
- Other duties as assigned

QUALIFICATIONS:

- One to two years experience providing administrative support
- Community arts, festival and/or non-profit experience is a plus
- Keen attention to details, a love for excel spreadsheets, and a disposition for a fair amount of screen time in front of a computer
- Comfortable with MAC computers; experience Filemaker and/or Shiftboard is a plus

DATES OF EMPLOYMENT:

May 2 – June 12, 2016

TO APPLY:

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