

FESTIVAL PRINT TRAFFIC MANAGER 2 2018 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.

BASIC FUNCTION

The **Print Traffic Manager** is responsible for the coordination of shipping film media to and from SIFF office and its various venues in a timely and cost-efficient manner and recording and tracking shipping costs in the Festival database.

REPORTING RELATIONSHIP

- Technical Manager
- Artistic Director

PRIMARY SUPERVISORY RESPONSIBILITIES

- Print Traffic Driver

PRIMARY DUTIES & RESPONSIBILITIES

Responsibilities include but are not limited to:

- Coordinate inbound and outbound shipments of all feature films with distributors, producers, directors, other festivals, etc. within the timelines needed for quality control checks and screenings
- Catalogue shipment information of all films in the FileMaker database, including costs, in/outbound addresses, ETAs and expected departures, formats, and updates in shipment history
- Distribute venue server information to print traffic contacts for KDM creation for encrypted DCPs
- Work with the Print Traffic Driver on a daily basis to coordinate film deliveries and pickups between venues within at least 72 hours in advance of screenings
- Other duties as assigned

DATES OF EMPLOYMENT

April 9, 2018 - June 15th, 2018

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.