

PROGRAMMING 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:

Reporting to the Artistic Director, the Programming Coordinator is responsible for handling the day-to-day administrative needs of the Programming Department while communicating with all appropriate parties, both in and out of the organization, to ensure seamless planning for mini-festivals, SIFF Cinema, and the Festival.

PRIMARY DUTIES & RESPONSIBILITIES:

- Ensure submissions are processed accurately
 - Enter submitted films into the SIFF database
 - Communicate with filmmakers about the status of their film
 - Manage the library of submitted films
- Ensure programming team runs smoothly
 - Work with the Director of Programming to ensure that programmers have all necessary information and support, including the prescreening department
 - Request screeners for consideration and communicate with filmmakers on status
 - Schedule film introductions with the programmers and outside introducers
 - Produce necessary materials, documents, and information for programming meetings
 - Arrange travel, hotel, and other details for the programming team going to other festivals when needed
 - View features and short films in consideration for the Festival and participate in programming discussions
 - Prepare programming board and materials for Film Festival scheduling
 - Assist in end of Festival catalogue mailing
- Attend to the day-to-day needs of the programming department
 - Oversee the daily workflow of the Programming Interns, both part-time and full-time, with tasks, assessment and daily management of needs
 - Assist in general film tracking and assure complete information is obtained
- Provide coordination for mini-festivals
 - Collect materials to distribute and organize to other departments
 - Arrange flight and hotel details for incoming guests
 - Manage ground transportation via ground transportation volunteers for guests
- Collect festival materials
 - Work with accepted filmmakers to ensure that all materials associated with their film are delivered to SIFF in a timely and complete manner

- Work with MarCom to distribute materials to the correct departments
- **Oversee jury schedules**
 - Organize SIFF Film Jury members (15-20 people), including initial travel arrangements, and work with Guest Relations to make sure all information is correct and available
 - Prepare daily schedule for SIFF Jury Members while they are at the festival
 - Work with Print Traffic to ensure availability of the prints/DVDs needed to ensure all jury members view the films in competition

Other duties as assigned

QUALIFICATIONS:

- Attention to detail and strong time management, organizational, and multi-tasking skills; able to set priorities, meet deadlines and work independently
- Ability to collaborate internally and externally, and cultivate strong relationships with a diversity of community partners, donors, and colleagues
- Excellent oral and written communication skills
- A positive and professional attitude with strong diplomacy skills and professionalism; this includes the ability to maintain confidentiality and discretion at all times
- Ability to work effectively on cross-functional teams in a shared office environment

Preferred Skills:

- Experience using Microsoft Office, specifically proficiency with Excel, Word, and PowerPoint
- Experience using Google Apps, specifically Drive, Docs, and Spreadsheets
- Familiarity with a comprehensive database (FileMaker) and point of sale interface (Luminate). Training provided as needed
- Experience with non-profit arts institutions, interest in film desirable

COMPENSATION:

- Hourly non-exempt, 40 hours/week with O/T, benefits and vacation package. Salary available upon request.

TO APPLY:

Email a letter of interest and resume to siffjobs@siff.net indicating **Programming 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 believe every employee has the right to work in an environment free from unlawful discrimination as is consistent with our commitment to diversity, respect, and inclusion. Consistent with applicable federal, state, and local laws, SIFF provides all employees and applicants with equal opportunity in all aspects of the employment relationship.