

FESTIVAL CREDENTIALS COORDINATOR 2019 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 Festival Box Office Manager, the **Festival Credentials Coordinator** is responsible for coordinating and executing the creation, distribution, and tracking of festival passes.

REPORTING RELATIONSHIP

- Box Office and Customer Service Manager

PRIMARY DUTIES & RESPONSIBILITIES:

- Coordinate and execute festival pass creation, distribution, and tracking
- Organize and maintain pass holder image database
- Train and manage box office and front desk employees issuing passes
- Supports front desk volunteer and box officers for in person ticket sales
- Work with PR department for press credential creation and distribution
- Support guest relations in guest credential creation and distribution
- Supervises and trains Volunteers on credential creation
- Customer Service and box office ticket sales
- Other duties as assigned

DATES OF EMPLOYMENT:

- April 16 – June 10, 2019

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.