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**FESTIVAL FILMMAKER SERVICES ASSOCIATE**  
**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**

The **Festival Filmmaker Services Associate** serves as the primary liaison between assigned filmmakers and SIFF's Programming, Operations, PR, and Guest Relations department during the 45th Seattle International Film Festival. The Festival Filmmaker Services Associate coordinates and hosts assigned filmmakers, ensuring a positive festival experience.

**DATES OF EMPLOYMENT**

April 29th - June 14th, 2019

**REPORTING RELATIONSHIP**

- Festival Operations Manager

**PRIMARY DUTIES & RESPONSIBILITIES**

- Prior to the Festival, initiates communication with assigned filmmakers once invited by festival programming.
- Gathers accurate filmmaker information in database for use in festival publications.
- Works with PR Department to schedule any press opportunities for assigned filmmakers.
- Works with Box Office & Customer Service Manager to create and distribute assigned filmmaker credentials and benefits. Coordinates any additional ticketing upon request.
- Occasionally coordinates ground transportation via Guest Relations department.
- Hosts Local Filmmaker Meet and Greet event prior to festival. Works with Box Office & Customer Service Manager to prepare credential and benefits pick-up at the event.
- Assists on site for all assigned screenings, ensuring that logistics are successfully implemented in coordination with venue operations management and to greet filmmakers and guests upon arrival.
- Regularly attend daily Festival meetings.
- Provide assistance for Guest Relations and PR departments as needed and as time allows.
- Provides support for other festival guests as directed.
- Writes a complete wrap-report, which includes archiving relevant documents and information in the festival database.
- Coordinates thank you letters for guests/artists, and finalize any outstanding correspondence, and dept. accounting.

**IDEAL QUALIFICATIONS**

- 1-2 years of hospitality and/or event experience.
- Approachable and comfortable interacting with people with vastly different backgrounds and roles.
- Project coordination experience, and the ability to work well with all levels of internal management and staff.
- Demonstrated ability to manage and juggle multiple priorities, while providing support to a diverse team of professionals
- Comfortable working with limited supervision in a dynamic open office environment.
- Proficient in Microsoft Office suite, Google Apps, and experienced in FileMakerPro

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- database usage preferred.
- Community arts, festival and/or non-profit experience is a plus.

**TO APPLY:** Email letter of interest and resume to [siffjobs@siff.net](mailto:siffjobs@siff.net) indicating the **Filmmaker Services Associate** 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.*