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## Festival Lounge Assistant 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 Lounge provides space for SIFF passholders, guests, sponsors, and filmmakers to connect as a community during festival. The Festival Lounge Assistant works with the Lounge Manager to support daily operations, lounge activities, and volunteer staff.

### DATES OF EMPLOYMENT

Part time, May 6 - June 14, 2019

### REPORTING RELATIONSHIP

- Festival Lounge Manager

### PRIMARY SUPERVISORY RESPONSIBILITIES

- Lounge Volunteers

### PRIMARY DUTIES & RESPONSIBILITIES

- Assists with daily lounge operations - opening/closing procedures, stocking, cleaning, etc.
- Assists with the set-up of sponsor activations or special events.
- Checks in volunteers, offering training to volunteers new to the Lounge.
- Supports access control, maintaining attendance log
- Inventories sponsored products, sending request for replenishments as needed.
- Runs errands or purchase runs as requested.
- Assists load-in and load-out of Lounge venue

### QUALIFICATIONS

- One to two years experience in events, festival production, and/or volunteering.
- Self motivated, willingness to work with others and be a team player.
- Strong organizational skills, attention to detail, and abilities to multitask.
- Ability to work well in high stress situations and diverse personalities.
- Ability to take direction and advise volunteer staff as needed.
- Must be at least 21 years of age by date of hire.
- Ability to lift 30lbs, with frequent walking and standing throughout daily tasks

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