
Festival Lounge Manager 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 Manager is responsible for planning, executing, and managing the Festival Lounge for the Seattle International Film Festival. The Festival Lounge provides space for SIFF passholders, guests, sponsors, and filmmakers to connect as a community during festival. The Festival Lounge Manager will ensure that the Festival Lounge's design and management consistently reflects this focus.

DATES OF EMPLOYMENT

Full time, April 29th - June 14th, 2019

REPORTING RELATIONSHIP

- Festival Operations Manager

PRIMARY SUPERVISORY RESPONSIBILITIES

- Festival Lounge Assistant
- Lounge Volunteers

PRIMARY DUTIES & RESPONSIBILITIES

- Work closely across Operations, Programming, Philanthropy, and Partnerships departments on all Lounge planning and programming.
- Procure and complete all vendor contracts and permitting for Festival Lounge.
- Create basic floor plan of the space, as well as alternate versions for events that require them. Create emergency floor plan for evacuation, shelter in place, etc.
- Oversee load-in and load-out of vendors, caterers, etc., before, during, and after festival.
- Work with the Development and Events department to procure food and beverage.
- Execute onsite activations and programming events such as panels, VR, happy hours, parties, etc., with the support of SIFF festival staff.
- As directed by Partnerships department, successfully fulfill sponsorship contracts and obligations onsite via product placement, signage, activations, etc.
- Update and maintain Festival Lounge Events schedule for internal use.
- Manage and schedule Festival Lounge Assistant within planned budget.
- Within SIFF Volunteer Department program, schedule and manage Lounge volunteers.
- With Events and Production departments, track inventory of all food, beverage, and other product.
- Track all expenses and receipts for Festival Lounge, providing complete record at end of the Festival.
- Support other festival hospitality spaces as assigned.

IDEAL QUALIFICATIONS

- One to two years experience in events, festival production, or venue management.

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- Experience producing or hosting public event spaces.
 - Self motivated, willingness to work with others and be a team player.
 - Strong organizational skills, attention to detail, and abilities to multitask and problem solve.
 - Excellent delegation skills when working with both staff & volunteers.
 - 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

TO APPLY: Email letter of interest and resume to siffjobs@siff.net indicating the **Festival Lounge Manager** 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.