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## **FESTIVAL OPERATIONS 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:**

The Operations Coordinator works with the Festival Operations Manager to maintain necessary communication channels for the Festival Operations department, as well as across SIFF as a whole, during the 2019 Seattle International Film Festival. The Operations Coordinator is responsible for the administrative support of the Operations department and ensuring all Festival Venues are function properly.

### **DATES OF EMPLOYMENT**

April 22nd - June 14th, 2019

### **REPORTING RELATIONSHIP**

- Festival Operations Manager

### **PRIMARY DUTIES & RESPONSIBILITIES**

- Working with the Operations Manager, nurture good communication workflow within the entire Festival Operations Department, as well as external departments.
- Maintains internal communication systems such as Filemaker, Slack, Gmail, Google Drive, etc.
- Maintains Festival Timeline on behalf of the entire organization, coordinating with other departments to ensure mutually agreed upon deadlines.
- Coordinates IT needs for all festival venues. Works with IT Manager to test & troubleshoot equipment and deploy replacements as needed.
- Coordinates ordering, inventory, and distribution of venue equipment boxes/
- Coordinates festival signage creation and distribution, making signaged as requested.
- Working with Venue Managers, documents venue set up for archival use.
- Supports Venue Management, Box Office, and Volunteer scheduling & training, including creation or updating of training materials and presentations.
- Manages ballot creation, distribution, and collection, ensuring proper entry on behalf of the venue management team. Performs audits as needed.
- Takes minutes at daily festival meeting and routes as needed.
- Compiles and sends out evening reports from Filemaker.
- Organizes staff meals & benefits as needed.
- Assists other constituents within Operations as needed, including Box Office, Production, Tech, and Venue Management.
- Coordinates other departmental needs at Venues.
- Other duties as assigned

### **QUALIFICATIONS**

- Experience providing festival, events, and/or facilities management helpful
- Ability to perform well in a stressful situation
- Ability to stay focused and ensure completion of tasks
- Ability to lead and motivate a diverse and changing/rotating team
- Ability to ensure a pleasant patron, volunteer, and staff experience
- Experience using Filemaker Pro/Ticketing systems a plus



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*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.*