
FESTIVAL PRODUCTION 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:

Reporting to the Festival Production Manager, the **Festival Production Assistant** is responsible for assisting with Festival load-in, set-up, and load out, as well as supply deliveries and pick-ups at all Festival venues and offices.

DATES OF EMPLOYMENT:

May 6 – June 14, 2019

REPORTING RELATIONSHIP

- Festival Production Manager

PRIMARY DUTIES & RESPONSIBILITIES:

- Conducts pick-up and delivery at Festival venues and offices
- Provide ongoing maintenance of venue supply needs
- Delivers to special events, forums, etc.
- Conducts load-in and load-out of theater venues pre- and post-Festival
- Keeps route, delivery and mileage logs for Festival Production vehicles
- Other duties as assigned

IDEAL QUALIFICATIONS:

- Current Drivers License required
- Clean driving record required
- Experience and comfort driving a large utility van required
- At least 25 years of age at the date of hire required
- Ability to work as part of a team; ability to work in high stress situations
- Ability to perform routine heavy lifting up to 65 pounds required

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