
FESTIVAL PRODUCTION 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:

Reporting to the Festival Production Manager, the **Festival Production Coordinator** is responsible for coordinating 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:

- April 29th - June 14, 2019

REPORTING RELATIONSHIP

- Festival Production Manager

PRIMARY SUPERVISORY RESPONSIBILITIES

- Production Assistants

PRIMARY DUTIES & RESPONSIBILITIES:

- Review and coordinate Production requests as they are communicated.
- Update production load-in and load-out schedule and timeline for all SIFF venues and offices.
- Update Festival Timeline to reflect accurate dates, times, and locations of production tasks.
- Work with Development and Festival Operations to maintain step and repeat schedule.
- Work with Marketing to maintain poster routing plan for festival.
- Maintain equipment inventory for radios, lighting, step and repeats, materials, etc.
- Track and document all Production Team quotes, invoices, and expense receipts.
- Help Corporate Relations Manager and Festival Operations Manager with transportation coordination as needed. This includes vehicle pick-up, drop-off, gas cards, and parking passes.
- Update Production Team calendar as directed by Production Manager.
- Assist with the production of special events or presentations as requested.
- With Cinema Operations Manager, ensure that SIFF spaces are properly loaded-out and returned to proper operational state for Year-Round Cinema.
- Other duties as assigned

IDEAL QUALIFICATIONS

- One to two years experience in events, festival production, or venue management.
- Experience managing and scheduling staff.
- Technical knowledge of event lighting and sound.
- Excellent delegation skills
- 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.

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- Ability to work well in high stress situations and diverse personalities.
 - Must be at least 21 years of age by date of hire.
 - Must have valid driver's licence.
 - Ability to lift 50 lbs, with frequent walking and standing throughout daily tasks.
 - Good sense of humor and ability to go with the flow

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