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**FESTIVAL SPECIAL EVENTS ASSISTANT**  
**Job Description**

**BASIC FUNCTION**

The **Festival Special Events Assistant** is responsible for assisting the Festival Special Events Coordinator and Special Events Manager in implementing over 50 Festival events. This position focuses specifically on inventory management, product delivery, event load in, load out, overall event production, sponsor and guest interaction, and volunteer management.

**REPORTING RELATIONSHIP**

- Special Events Manager, Festival Special Events Coordinator

**PRIMARY DUTIES & RESPONSIBILITIES**

- Organize, maintain, and track product inventory for approximately 50 Festival events
- Keep detailed records of supplies used at each event and remaining in event inventory
- Correspond with sponsors and suppliers to coordinate delivery of Festival product
- Manage the load-in and load-out of all events, supervision of event strike
- Scheduling and management of event production volunteers
- Coordinate and implement product pick-ups, deliveries, and distribution for all Festival events/venues
- Other duties as assigned

**QUALIFICATIONS**

- Must have flexible schedule and be available for scheduling 24/7 for duration of Festival (5/16 – 6/9)
- Expert knowledge of Microsoft Office and Excel
- Strong communication skills (oral and written)
- Must have valid driver's license and clean driving record
- Volunteer management experience a plus
- Must be at least 21 years of age
- Must be comfortable driving and parking a large utility van
- Ability to work as part of team, ability to work in high stress situations
- Extremely organized and self-motivated
- **Heavy lifting required**
- Good sense of humor

**DATES OF EMPLOYMENT**

Seasonal, hourly, full-time: April 29 – June 15, 2019

**TO APPLY**

Please send a letter of interest and resume to [siffjobs@siff.net](mailto:siffjobs@siff.net) indicating the job title in the subject line.

**FESTIVAL REPORT:** The **Festival Special Events Assistant** may elect to submit a report detailing their participation in the Seattle International Film Festival. The report is to include analysis of the budget, points of organization and a typewritten list of people and organizations to acknowledge. Employees may also be asked to include recommendations for the SIFF within the areas covered by their positions. Recommendations should include budget and points of organization. A report template will be provided to employees and all Final Reports are to be turned into the HR Manager. Reports will be due five business days from the end date of seasonal employment.

**CLEAN-UP:** Each employee's workspace will be cleared and cleaned before or on his or her last day of employment. Cleaning includes: disposing of trash into designated dumpsters; cleaning floors, desks and tables; clearing out of desks, file cabinets and storage spaces; returning unused office supplies to the Operations Department; and clearing out of refrigerators and eating areas.

**ARCHIVES:** Each employee and department will file and archive all of their working papers, documentation, notes, correspondence, files and any information related to each position. The files are to be boxed, cataloged and clearly marked with the employee's name, department and SIFF 2019. If there are any missing records, the employee will notify his or her direct manager as well as the Operations Department.

**COMPUTER CLEAN-UP:** Each employee will be responsible for clearing off the hard drive and desktop of his or her computer. All working files, art files, emails, correspondence and documents are to be orderly filed and transferred to a CDR disk. Again, the disk should be clearly labeled with the employee's name, department and SIFF 2019. If there are any missing records, the employee will notify his or her direct manager as well as the Operations Department.

**EQUIPMENT RETURN:** Upon termination of employment, all property belonging to SIFF including: office keys, car keys, cellular phones, radios, pagers, manuals, videocassettes, and computer equipment will be returned to the Operations Department. If any item owned by SIFF that has been supplied to the employee for the purpose of performing his or her job is returned damaged, broken or inoperable; that employee may be liable for the dollar amount of the damage or repair to the damaged property if it is determined that the damage was caused by the employee's own negligence.