



FESTIVAL SPECIAL EVENTS COORDINATOR

Job Description

BASIC FUNCTION

The **Festival Special Events Coordinator** is responsible for the overall organization and implementation of approximately 50 Festival events. This position focuses on the administrative duties, volunteer management, event sponsor correspondence, and attendee interactions – SIFF members, donors, and special guests.

REPORTING RELATIONSHIP

- Special Events Manager

PRIMARY SUPERVISORY RESPONSIBILITIES

- Festival Special Events Assistants

PRIMARY DUTIES & RESPONSIBILITIES

- Oversee event set-up and strike of all festival special events
- Recruit, schedule and manage volunteers for general event duties and specialized teams
- Draft and edit numerous event invites utilizing Eventbrite and Mailchimp
- Create, and schedule Volunteer shifts utilizing Shiftboard
- Communicate with various event sponsors leading up to Festival events, and serve as onsite contact at events
- Assist with sponsor acknowledgement and thank yous
- Work with product suppliers to schedule and coordinate deliveries, and sponsor arrival
- Organize, maintain, and track inventory
- Other duties as required

QUALIFICATIONS

- Ability to work a flexible schedule including evenings and weekends, specifically around the clock scheduling for the duration of Festival (5/16 – 6/9)
- Bachelor's degree in a related field preferred
- Excellent communication skills (oral and written)
- Expert knowledge of Microsoft Office and Excel
- Extremely organized and self-motivated
- One to two years volunteer management experience
- Posses a valid driver's license and clean driving record
- At least 21 years of age at the date of hire
- Must be comfortable driving (and parking) a large utility van if needed
- Ability to work as part of team, ability to work in high stress situations
- Ability to perform some heavy lifting required
- Possess a good sense of humor

DATES OF EMPLOYMENT

Seasonal, hourly, full-time : April 1 – June 15, 2019

TO APPLY

Please send a letter of interest and resume to siffjobs@siff.net indicating the job title in the subject line.



FESTIVAL REPORT: The **Festival Special Events Coordinator** shall 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.