

## MdFF Festival Manager

The Maryland Film Festival (MdFF) seeks an experienced, seasonal Festival Manager to drive the successful planning and implementation of daily operations, logistics and events for the five-day, annual Maryland Film Festival, which takes place between late April and early May at the SNF Parkway Theatre and at various venues in the Station North Arts and Entertainment District in Baltimore, Maryland. The Festival Manager also provides logistics, operations, and event planning and support to artist-led film festivals incubated by the Maryland Film Festival at the SNF Parkway. Reporting directly to the MdFF Artistic Director, the Festival Manager works closely with the Director, Festival Programming, and the Parkway Operations, Development and Marketing teams to ensure the success of the annual festival and smaller incubated festivals, as well as to help ensure positive audience experiences.

### **Responsibilities:**

Manage the successful planning and implementation of all logistics and operations of the annual festival, including:

- Campus layout - festival screening and panel venues, hotel, hospitality venues, and operations headquarters.
- Recruitment, hiring, and supervision of all seasonal staff members
- Box office and ticketing set up and management.
- Volunteer recruitment, development, training and coordination.
- Guest and VIP Services, including travel, hospitality, ticketing, and welcome materials and gifts for all visiting guests and filmmakers.
- All festival events - parties, panel discussions, the Filmmaker Taking Charge Conference and other special events.
- Oversight of the setup and configuration of campus venues to meet predetermined standards.
- Coordination, distribution, and facilitation of all communication with providers of point-of-sale equipment, campus venue materials, signage and all necessary supplies.
- Tracking of pre and post inventory of all venue operations equipment.
- Securing city permitting.
- Coordination of weekly seasonal staff meetings,
- Management of the progress within each staff function in the lead-up to the festival.
- Establishing departmental deliverables and delegation of tasks as necessary.
- Serving as point-person to facilitate all logistics and operations functions for pre-festival set-up, during the five-day festival, and during the festival break down.
- Working closely with the Parkway Operations, Marketing and Development teams to coordinate and fulfill in-kind services and products, donations, sponsorship packages, and merchandise to be sold at the festival.
- Management of all vendor, seasonal staff, and volunteer relations, and coordination of payments, receiving feedback, and coordinating post-festival retrospectives to gain important insights and inform future festival planning and production.
- Performance of pre and post festival walkthroughs to ensure each venue is ready for filmmaker and general public opening and are returned to the original set-up prior to the festival.
- Addressing any logistical, personnel, or audience issues immediately and escalating issues to the rapid response team as needed.
- Write-up of a comprehensive written wrap report as directed.
- Other duties as assigned.

**Qualifications:**

- A Bachelor's degree or the equivalent in the arts, media or related field
- 5+ years of increasingly responsible professional experience with coordination or management of a film festival or management of other large, special events. Preference is given to qualified applicants who have prior experience working with MdFF.
- Experience planning and executing a multi-faceted, multi-day event from start to finish.
- Excellent organizational, event management, staff management and interpersonal skills.
- Demonstrated ability to effectively manage multiple tasks simultaneously, meet and enforce deadlines, as well as work in conjunction with multiple departments within an organization and in an office setting.
- Excellent oral, written, and communication skills, including the ability to write, proofread, and edit documents and deliver live presentations and training.
- Excellent team leadership skills, including the ability to motivate and lead seasonal staff in a decentralized environment.
- A working knowledge of Baltimore's geography and a familiarity with peer arts, educational, and civic organizations is highly desired.
- Demonstrated experience with developing and managing budgets.
- Demonstrated MS Office Suite skills.
- Demonstrated success in effectively dealing with patrons and the general public with courtesy, respect and responsiveness to facilitate positive customer relations.
- Willingness to take on new tasks and find creative solutions to complex, unforeseen and urgent problems that may arise.
- Ability to work evenings, weekends, and extended hours as necessary for events and to meet key deadlines.
- Ability to lift and carry items up to 50 lbs.
- Valid driver's license and successful completion of a Maryland Motor Vehicles Administration background check.

Please send a cover letter and resume to [info@mdfilmfest.com](mailto:info@mdfilmfest.com). No phone calls please. The start date for this seasonal role is January 2020, and there is an opportunity for the position to become a fulltime role with MdFF.