

MdFF Festival Coordinator

The Maryland Film Festival (MdFF) seeks a qualified candidate to serve as the Festival Coordinator for the 20th Annual Maryland Film Festival, which will take place May 2-6 2018 in the Station North Arts and Entertainment District at the SNF Parkway Theatre and various venues on the MICA Campus.

The Festival Coordinator will be a seasonal full-time position that will start **December 4, 2017 through May 31, 2018**, and will report to the MdFF Events Manager.

The Festival Coordinator will be tasked with the following responsibilities:

- Coordinating, supervising, and staffing all logistic and operational aspects of the 2018 festival, including campus layout and venue management, box office and ticketing management, volunteer recruitment and management, travel/transportation and lodging of visiting guests and filmmakers, Filmmaker/VIP lounge management, coordination and management of merchandise, coordination and management of Opening/Closing Night festivities, facilitation and implementation of communication technology, and management of city permitting.
- Hiring and Supervising all seasonal staff; coordinating seasonal staff meetings, managing progress within each staff function in the lead-up to the festival, and being point-person on the days-of to help facilitate all necessary functions of the annual festival
- Coordinate and implement in-kind services and products, as well as sponsorship packages, in conjunction with the Marketing and Development staff.
- Supervise ticketing and hospitality for visiting guests in conjunction with Programming Staff and Travel/Hospitality Coordinator
- Manage all vendor relations (caterers, design firms, hotel staff, merchandisers, city officials, venues/location representatives, transportation providers, box office/online ticketing managers)
- Supervise set-up and breakdown of all festival equipment and materials at each location and/or venue
- Coordinate and schedule photographers and organize all photos taken during festival
- Coordinate feedback for post-festival retrospective from staff and volunteers
- Coordinate outstanding payments for vendors and staff post-festival

Qualifications:

- A Bachelor's degree or the equivalent in the arts, media or related field
- 5+ years of increasingly responsible professional experience within a film festival or other large public event, with preference given to those with MdFF experience
- A working knowledge of Baltimore's geography and a familiarity with peer arts, educational, and civic organizations
- Excellent organizational, office management, multi-tasking, and interpersonal skills with an ability to meet and enforce deadlines, as well as work in conjunction with multiple departments within the organization in an office setting.
- Excellent oral, written, and communication skills, including the ability to write, proofread, and edit documents
- Excellent team leadership skills, including the ability to motivate and lead seasonal staff in a decentralized environment
- Ability to fully commit to seeing an event through from start to finish
- Demonstrated budgeting skills
- Demonstrated MS Office Suite skills
- Demonstrated success dealing with the public with courtesy, tact, and timeliness
- Willing to take on new tasks to implement creative solutions to complex, sudden, and urgent problems
- Ability to work evenings, weekends, and extended hours as necessary

Contractual Salary:

\$18,000-\$22,500; contingent on education and experience-level

Please send a cover letter and resume to info@mdfilmfest.com no later than Friday October 27th for consideration.