

**Administrative Assistant
Mill Valley Film Festival
Seasonal Position
Reports to Executive Assistant**

Part Time September 7 – October 2
Full Time October 5 - 18

Summary: This position will assist the Executive Assistant in managing all aspects of VIP benefit fulfillment, including special ticket requests for the Mill Valley Film Festival, and Special Event invitations and rsvp's, with an on-site presence for the duration of the Mill Valley Film Festival, which runs October 8 – 18, 2009

Essential duties and responsibilities:

- Tracking all VIP rsvp's as they come in, which includes donors, sponsors and members for the purpose of tracking reserved seating in the theaters
- Maintaining and updating the spreadsheet (the "dailies") which contains all the detailed information regarding VIP rsvp's
- Processing the paperwork for any special requests that come through the Executive Assistant, and making sure that they are passed on to the appropriate person
- Assist the Executive Assistant with Special Event invitations and rsvp's
- Assist the Executive Assistant and the Development team in managing Fast Pass reserved seating at all venues for the duration of the Mill Valley Film Festival
- The ability and willingness to work long hours during the period from October 8 – 18. This will entail being present in the office during daytime office hours and assisting at different theater venues at night

Required skills/Experience

- Proficiency in Excel, Word and FileMaker Pro preferred
- Superior written and verbal communication skills are mandatory
- Must be organized and detailed oriented
- This position demands attention to detail, significant diplomacy skills and consummate professionalism
- Must work well under deadline pressure

Compensation:

This is a paid seasonal position.

How to apply:

Please send cover letter and resume to Maureen Galliani, Executive Assistant, at mgalliani@cafilm.org. **No phone calls, please.**