

**Festival Receptionist**  
**2009 Mill Valley Film Festival**  
**Seasonal Position**  
**Reports to Festival Manager**

Full time August 24 – October 23, 2009 with an additional 4 hours per day over each weekend of Oct. 10-11 and Oct. 17-18. Also required to work on the weekend day of September 20.

Duties must include:

1. Primary responsibility is to answer all incoming phones in a timely, courteous and efficient manner.
2. Greet and assist visitors in the office.
3. Basic office tasks on computer or otherwise for any other festival or institute department, which does not interfere with primary task of phone answering.
4. Oversee organization of office and festival supplies pre and post festival.
5. Update and maintain and distribute current staff phone lists.
6. Administer new voice mail for incoming staff, train new staff on phone system.
7. Receive all front office deliveries.
8. Distribute mail to staff mailboxes.
9. Distribute faxes to staff mailboxes.
10. Reroute General Email to appropriate staff member's email.
11. Reroute General Voicemail to appropriate staff member's vm.
12. Place metered mail in post office box at day's end.
13. Responsible for Festival badges, phone lists, cell phones
14. All receipts and appropriate forms for reimbursement must be authorized by your supervisor and turned into the Finance Manager. This includes settlement of any petty cash you may have received.
15. All accounts and disputes with all vendors, guests, rental companies, etc. must be settled. All follow-through paperwork with the above, including thank-you letters where appropriate, must be completed and delivered by your final day.
16. All keys issued must be returned to Festival Manager.
17. All work product and records must be properly stored. Due to the seasonal nature of the Festival, it is not acceptable to just leave everything on disc or hard-drives; please print hard copies of all vital files and store in bank boxes, provided by Festival Coordinator.
18. Be available to attend and work the Volunteer Party on Sunday, October 18.
19. Complete FINAL REPORT to Festival Manager.
20. Complete JOB TIMELINE to Festival Manager.
21. Be available to attend an Exit Interview with Senior Management Staff.

22. This is not a complete list. Any other task reasonably related to the successful execution of this job, as requested by the Festival Manager, the Executive Director, the Operations Manager or the Managing Director.
23. All other tasks necessary to carry out the goals of this position.

**Compensation:**

This is a paid seasonal position

**How to apply:**

Please send cover letter and resume to Jack Roush, Systems and Operations Manager, at [jroush@cafilm.org](mailto:jroush@cafilm.org).

**No phone calls please.**