

Hospitality Coordinator
Mill Valley Film Festival
Seasonal Position
Reports to Guest Services Manager

Full Time September 8 – October 23, 2009

Works with Guest Services Department to create, staff, and maintain an inviting food and beverage hospitality space for our festival filmmakers and guests. Schedules, trains and supervises volunteer staff. Also assists Guest Services Manager with other Guest Services tasks pre-festival. Food & beverage solicitation necessary. Catering and/or customer service experience an asset.

Required Skills/Experience

- Superb organizational and administrative skills
- Strong Computer skills, knowledge of Word and FileMaker Pro an asset
- Proven experience in working under pressure
- Strong managerial and leadership skills. Proven skill with driving deadlines
- Excellent customer service
- Ability to manage time effectively and bring projects to completion despite conflicting deadlines

Hours: As needed to accomplish designated workload. Nights and weekends as necessary. Festival Dates October 8-18 will include working weekends and evenings as well.

Compensation:

This is a paid seasonal position

How to apply:

Please send cover letter and resume to Joni Cooper, Guest Services Manager, at jcooper@cafilm.org.

No phone calls please.