

Theater Operations Coordinator
2010 Mill Valley Film Festival
Seasonal Position
Reports to Festival Managing Director

Full Time August 30 – October 24, 2010

Summary: This position will coordinate all theater and venue needs and schedule and manage all theater staff during the festival, manage the Audience Award balloting operations and assist Festival Operations with basic operational needs.

Essential Duties and Responsibilities:

- Post job listings, interview and hire all theater managers, house managers and line control captains
- Organize and train all theater staff on festival policies and procedures
- Create detailed schedules for all theater staff at all festival venues, including but not limited to the Christopher B. Smith Rafael Film Center, CinéArts@Sequoia, 142 Throckmorton Theatre, and the Century Cinema
- Schedule back-up and “on call” theater staff as well as covering theater management shifts as needed
- Supply theater staff with all necessary equipment and paperwork daily, including but not limited to signage, schedules, clipboards, flashlights, pencils, sponsorship materials and marketing materials
- Secure in-kind donations of food and beverages for theatre staff
- Oversee and manage Audience Award balloting process
- Create detailed schedule and sign-up sheets for theater operations volunteers, working closely with Volunteer Coordinator
- Attend Volunteer sign-ups and orientation
- Schedule and lead orientations and training sessions for theater staff and theatre volunteers
- Secure all theater and venue supplies, including but not limited to signage, stanchions, cones and traffic delineators, flashlights, clipboards, binders and easels
- Oversee and organize tech sheets, including data entry, updates, printing and binder organization
- Work with Cities of Mill Valley and San Rafael to secure reserved parking and post parking signs as needed
- Assist Systems and Operations Manager and Box Office Coordinator in set-up and management of Box Office locations and coordination with contracted Box Office staff
- Assist Box Office staff with ticket transfers between venues
- Assist Operations staff and ticketing staff with all in-house ticket, comp and voucher printing pre-festival and during the festival

- Manage Theater Operations for pre-festival events, including the Member Preview, Press Conference, and any special screenings
- Participate in Volunteer Wrap Party on October 24, 2010
- Submit a detailed Wrap Report to the Festival Managing Director and participate in post-festival wrap meetings and exit interview
- Other duties as assigned

Required Skills/Experience

- At least 1-2 years experience in Theater or Festival Management
- Strong people-person
- Superb organizational and administrative skills
- Strong Computer skills, with thorough knowledge of Word, Excel and FileMaker Pro.
- Grace under pressure; can-do attitude.
- 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
- Must have a car
- Must be able to lift 50+ pounds

Hours: As needed to accomplish designated workload. Nights and weekends as necessary

Festival Dates October 7-17 will include working weekends and nights as well.

Compensation:

This is a paid seasonal position

How to apply:

Please send cover letter and resume to David Owen, Festival Managing Director, at festivaljobs@cafilm.org

No phone calls please.