

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

Full Time September 8 – October 23, 2009

Works with Guest Services Dept. to coordinate ground transportation for festival guests including training, scheduling and supervising volunteer drivers. Also assists Guest Services Manager with other Guest Services tasks pre-festival. Some solicitation of materials required. Valid drivers license in good standing required.

Required Skills/Experience

- Superb organizational and administrative skills
- Strong Computer skills with thorough knowledge of Word and FileMaker Pro a must.
- 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.