

Festival Assistant

Job Location
St. Thomas, USVI

Description

In this dynamic and active role, you will assist the Festival Director in the smooth running of all Festival operations, providing essential administrative and logistical support for all aspects of the festival. This position is essential in creating a positive festival experience for both filmmakers and attendees while ensuring the smooth execution of the event.

Date posted
December 3, 2023

Responsibilities

Support the Festival Director and Festival Coordinator with the scheduling, logistics, and festival screenings and events

Coordinate travel and accommodation arrangements for judges and other guests; guest liaison support during the festival

Ensure the availability of necessary supplies and equipment for festival operations.

Serve as a point of contact for participating filmmakers, addressing their inquiries and providing support throughout the festival.

Assist in the registration and check-in process for film submissions and participating teams.

Work with the sponsorship and partnership teams to facilitate the fulfillment of sponsor agreements.

Assist with the preparation and set up of events

Support with administrative tasks, including updating records, and responding to email enquiries, as required

General events production support, including logistics, ticketing and equipment and other materials.

Maintain records and databases related to film submissions, festival attendees, sponsors, and other relevant information

Assist in creating reports and summaries for post-festival evaluations and reports.

Collaborate with other festival staff to ensure a cohesive and successful event.

Perform other tasks and responsibilities as assigned by the festival executive team

Qualifications

Strong organizational and time-management skills.

Excellent written and verbal communication abilities.

Proficiency in office software (e.g., Microsoft Office, Google Workspace).

Familiarity with Trello a plus.

Familiarity with the film industry and film festival operations is a plus.

Ability to work in a fast-paced and high-pressure environment, especially during the festival itself