

Festival Coordinator

Job Location
St. Thomas, USVI

Description

This is an exciting opportunity for a someone with an interest in the creative arts. The position plays a pivotal role in the planning, execution, and overall success of our annual film festival alongside the Festival Director. If you are a creative and resourceful individual with a passion for film and event management, we invite you to contribute your talents to the vibrant world of our film festival.

Date posted
December 3, 2023

Responsibilities

Collaborate with the festival team to establish event goals and objectives.

Create and manage a detailed project plan with timelines and deadlines.

Oversee participant registration and ensure timely communication with filmmakers.

Address participant inquiries and provide information on rules, guidelines, and requirements.

Manage the submission process, including collecting and reviewing films

Coordinate event logistics with vendors, venues, guests, filmmakers, and speakers

Organize lists of contacts, films, and film materials

Support the Festival Directors with the development and execution of the festival strategy and plans

Oversee the festival's master workflow schedule, documents, and information tracking spreadsheets.

Supervise festival contractors and interns

Provide festival updates

Event Lead for specific festival events

Coordinate festival volunteers' shifts and resources in collaboration with the Director of Personnel and Operations team.

Collect feedback from participants and audience members for future improvements.

Assist in archiving and distributing films and festival content as needed.

Qualifications

Proven experience in event coordination, particularly in film festivals or similar events.

Strong organizational and project management skills.

Excellent communication and interpersonal skills.

Ability to work under pressure and adapt to changing circumstances.

