

Operations Manager

Job Location
St. Thomas, USVI

Description

The Operations Manager is responsible for overseeing the production of the Paradise48 Film Festival, creating a positive audience experience, and supporting the goals of the Festival. The perfect person will be responsible for overseeing the seamless execution of all festival events, managing vendor relationships, and ensuring the overall efficiency of day-to-day operations.

Date posted
December 3, 2023

Responsibilities

Work alongside the Director of Operations to manage the production and operations of all programs for P48FF including the Kickoff Event, Cocktail Reception and Award Show.

Coordinate and manage all logistical aspects of the film festival, including venue selection, equipment procurement, transportation, and scheduling.

Act as P48FF liaison to festival vendors.

Set up all pass and ticketing systems, as well as signage for festival

Manage the setup, operation, and cleanup of festival venues, ensuring they are well-equipped for screenings and other festival-related activities

Collaborate with vendors and suppliers to secure necessary services and supplies

Train and deploy volunteers in festival operations

Coordinate with the Media Partners to make sure that technical support is in place at for Blue Carpet event and screening

Coordinate and support, PR event set-up – including Blue Carpet and or Step & Repeat options.

Address any operational issues or conflicts that arise during the festival promptly and effectively.

With the Director of Finance & Operations, coordinate the wrap meeting after festival; As part of the wrap report, evaluate the logistical and operational aspects of the Festival, including the audience experience.

Qualifications

Proven experience in event planning and operations management

Strong organizational and problem-solving skills.

Excellent communication and interpersonal skills.

Ability to work under pressure and manage multiple tasks simultaneously.

Knowledge of filmmaking and the creative process is a plus.