

APRIL 5-8, 13 & 14

ACT Human Rights Film Festival (AHRFF)

Produced by CSU Department of Communication Studies

Festival Technical Coordinator

Summary of Position:

The Festival Technical Coordinator will work with the Theatre Manager and other festival staff to help ensure gold standard delivery of festival media at every film screening.

Reports to:

AHRFF Theatre Manager/Back of House Manager and works with festival leadership to insure quality experience for festival patrons.

Principal Responsibilities:

Pre-Festival (February 15 - April 4, 2018)

- Film media management including formats, shipments and quality control.
- Assist festival team with operational needs for a student shorts program. Including technical support for screening formats, quality control and creating final screening compilation.
- Partner with Theatre Manager to organize the technical aspects of the film festival including coordination of technical needs at festival venues.
- Ensures all equipment needed for playback and Q&A sessions is rented
- Lead on technical checks for all film media.
- Other related duties as assigned.

Festival On-site (April 5-8, and 13-14, 2018)

- On-site film media management including partnering with venues to manage film formats/media content and quality control.
- On-site festival technical support including video interviews with off-site filmmakers.
- Other related duties as assigned.

Qualifications and Skills:

- At least 18 years of age.
- Film festival experience and a strong technical background. Preferred experience: video editing, audio/visual experience and knowledge of theatrical digital film projection. Understanding of Skype or similar video conferencing platform.
- Attention to detail.
- Self-motivated: ability to work well independently and take initiative for tasks.
- Positive attitude and persistence in all team efforts.
- Ability to effectively connect, communicate and work with a wide range of people.
- Ability to multi-task, prioritize effectively, problem solve and organize workload efficiently.
- Strong computer skills. Proficient in Microsoft Office and Google Mail/Docs.
- Understand, appreciate and represent the mission of the AHRFF and CSU Dept of Comm. Studies.

<p><u>Availability:</u> Part-time, approx 70-80 hours total.</p> <p>Time Commitment:</p> <ul style="list-style-type: none"> • Pre-festival: flexible, mainly independent work • Festival Dates and screenings: Thursday, April 5-Sunday, April 8; Friday, April 13 and Saturday April 14 <p><u>Start Date:</u> Flexible, upon hire.</p> <p><u>End Date:</u> Friday, April 28, 2017</p>	<p><u>Compensation:</u></p> <ul style="list-style-type: none"> • \$2,000, negotiable based on experience • Festival Staff Badge: All Access pass to festival screenings and events • Festival vouchers: 4 complimentary tickets to festival screenings to be used by friends or family • Official AHRFF T-shirt. <p><u>How to Apply:</u> Send resume and cover letter to:</p> <ul style="list-style-type: none"> • Carol Busch, AHRFF Producer <ul style="list-style-type: none"> o Carol@actfilmfest.org <p><u>Questions:</u> Contact Carol at 970-471-8118 or by email</p>
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