



# HUMAN RIGHTS FILM FESTIVAL

Awaken Connect Transform

April 5-14, 2018 | Colorado State University | Fort Collins | [www.actfilmfest.org](http://www.actfilmfest.org)

## APRIL 5-14

ACT Human Rights Film Festival (AHRFF)

Produced by CSU Department of Communication Studies

### ***Festival Technical Manager***

#### **Summary of Position:**

The Festival Technical Manager 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.

**Availability:** Part-time, approx 70-80 hours total.

#### **Time Commitment:**

- Pre-festival: flexible, mainly independent work
- Festival Dates and screenings: Thursday, April 5-Sunday, April 8; Friday, April 13 and Saturday April 14

#### **Start Date:**

Flexible, upon hire.

#### **End Date:**

Friday, April 28, 2018

#### **Compensation:**

- \$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.

#### **How to Apply:**

Send resume and cover letter to:

- Carol Busch, AHRFF Producer
  - o [Carol@actfilmfest.org](mailto:Carol@actfilmfest.org)

#### **Questions:**

Contact Carol at 970-471-8118 or by email

