

APRIL 5-8, 13 & 14

ACT Human Rights Film Festival (AHRFF)
Produced by CSU Department of Communication Studies
Festival Theater Manager

Summary of Position:

The Festival Theater Manager will work with the Technical Manager and other festival and venue staff to help ensure a highly professional and seamless operation of the following: run of festival media on-screen at three venues (calling all shows), on-stage coordination of moderators and festival guests, and overall theatre management.

Reports to:

AHRFF Producer and works with festival leadership to ensure quality experience for festival patrons.

Principal Responsibilities:

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

- Develops festival Run of Show (R.O.S.) with Technical Manager, Producer and Program Coordinator
- Meet with producer and technical liaisons at festival venues to become familiar with procedures, equipment, and overall house management.
- Tech check media with Technical Manager.
- Other related duties as assigned.

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

- Leads tech checks/sound/playback prior to screenings
- Calls shows
- Oversees stage/set-up/house volunteers/start-times
- Coordinates moderator and guest stage entrance/exits
- Other related duties as assigned.

Qualifications and Skills:

- At least 18 years of age.
- Previous film festival experience and a strong knowledge of theatrical digital film projection and sound. 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 with a constant eye toward professionalism.
- 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, 2018</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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