



## **Capital City Film Festival - Coordinator (Contract)**

The Capital City Film Festival (CCFF) is a multimedia showcase of independent films and live touring bands with engaging audiences in Michigan's capital city. It celebrates artists from around the world who share their craft while promoting and building on the cultural assets of our diverse locale.

CCFF seeks a Coordinator for the 2016 festival. CCFF has become one of the largest film festivals in Michigan since its launch in 2010. The successful candidate will serve as an active member of the CCFF core planning team, completing day-to-day tasks and leading volunteer coordination.

**CONTRACT PERIOD:** January 4, 2016 - May 1, 2016

**RATE OF PAY:** Commensurate with experience

**REPORTS TO:** CCFF Director

### **DUTIES & RESPONSIBILITIES**

- Assist with all aspects of event coordination
- Attend weekly planning meetings
- Determine volunteer needs for the festival and all pre-festival events
- Recruit, screen, and schedule volunteers for the festival and all pre-festival events
- Provide ongoing and accurate communications to assigned groups of volunteers and timely responses to inquiries
- Enter and maintain information in volunteer database
- Distribute flyers, posters, and other marketing materials
- Prepare and deliver sponsor packets
- Write and compile content for website, social media, and e-newsletters
- Update social media streams with communications, news, and engaging activity
- Conduct daily venue visits throughout the festival, checking in with volunteers and providing timely resolution to issues as they arise
- Provide on-call coverage during the festival to answer volunteer-related questions, concerns, or emergencies as necessary
- Assist core planning team as directed; other duties as assigned

### **REQUIREMENTS & CONSIDERATIONS**

Contractor must have legal authorization to work in the United States. Extended hours, including nights and weekends, leading up to and during festival (April 7-10, 2016). Hours will vary, typically ranging from 10-20 per week with the exception of festival dates. Must be based in the Lansing metro area and have reliable transportation.

## **EDUCATION & EXPERIENCE**

- Two years of experience in high volume volunteer or staff recruitment and coordination
- Successful experience working in high pressure, deadline-oriented situations
- Experience as a social media ambassador for a company or organization preferred

## **KNOWLEDGE, SKILLS & ABILITIES**

- Detail-oriented, able to take initiative and work independently
- Strong project coordination skills with the ability to maintain multiple projects simultaneously
- Excellent customer service skills
- Working knowledge of Excel, FileMaker Pro, Gmail, Google Drive and Calendar
- Excellent communication and interpersonal skills (written and verbal)
- Professional attitude and demeanor (tact, sensitivity, and diplomacy)
- Knowledge of the Greater Lansing region preferred

*The qualified candidate will join an eclectic core team of organizers who created and have grown the festival for five years. CCFF went from a passion project to an institution, and we plan to keep it that way. If you're looking for a challenge, if you're hungry to make a difference, if you love pushing creative boundaries - this may be the right place for you.*

Please submit letter of interest and resume electronically to [info@capitalcityfilmfest.com](mailto:info@capitalcityfilmfest.com) with the subject line "CCFF 2016 Coordinator." Applications will be reviewed on a rolling basis beginning November 1, 2015.