



ASSOCIATE PRODUCER

2020 Capital City Film Festival

What You'll Do:

- In coordination with the PRODUCERS, coordinate all aspects of volunteer coordination and stewardship and assist in event production
- Serve as meeting lead at weekly planning meetings; call for agenda items, taking notes, and distributing minutes within 24 hours
- Coordinate logistics for Red Carpet Premiere Party and other special events, including day-of management
- Coordinate, allocate, and distribute all concessions, merchandise, environmental signage and wayfinding
- Coordinate merchandise sales and volunteer sign-up at Brew & View events
- Ensure CCFF presence on all pertinent community calendars
- Plan and execute venue-specific set-up and tear-down efforts
- Provide on-call coverage during the festival to answer volunteer-related questions, concerns, or emergencies as necessary
- Prepare and deliver sponsor packets as needed
- Assist with staff meal deliveries as needed
- Assist core planning team as directed; other duties as relevant and assigned

What You'll Need:

- The ability to multitask, assess, and prioritize
- Strong organizational skills
- Excellent communication skills
- Flexible schedule, within reason
- Event coordination experience required
- Previous CCFF volunteer experience and attendance preferred

Other Stuff:

- **CONTRACT DATES:** January 1 - April 30, 2020
- **CONTRACT PAY:** Flat project payment, DOE
- Must have flexibility in schedule, within reason, between March 29 - April 19, 2020
- Hours per week will vary and will gradually increase in the weeks before and during the festival

Interested? Please send your resume to info@capitalcityfilmfest.com and tell us why you think you're a good fit! Include any previous experience you've had engaging with the Capital City Film Festival. No phone calls, please.