



PRODUCER (2 positions available) 2020 Capital City Film Festival

What You'll Do:

- Lead all aspects of volunteer coordination and stewardship
- Manage primary responsibilities of the ASSOCIATE PRODUCER
- Determine volunteer needs for the festival and all pre-festival events
- Recruit, screen, and schedule volunteers for the festival and all pre-festival events based on interest level and personality
- Provide ongoing and accurate communications to assigned groups of volunteers and timely responses to inquiries
- Develop front-of-house rental needs for venues and act as primary liaison with vendor(s)
- Distribute flyers, posters, and other marketing materials
- Prepare and deliver sponsor packets as needed
- 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
- Enter and maintain information in volunteer database
- 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
- Some level of charisma to inspire and excite volunteers
- Flexible schedule, within reason
- Event management 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.