

# Virginia Film Festival

## 2021 Production Coordinator

Pay Rate: \$15/hour

Hours/Week: 20-40

# of Weeks: 13

Contract Dates: 8/9/21 – 11/5/21

Format: Virtual until In-Person is permitted by UVA (TBD), In-Person during the dates of the Festival

Supervisor: Rob Dunnenberger

The Virginia Film Festival's Production Coordinator serves as the main point of contact for the Festival's virtual screenings, coordinating film presentation for virtual platform leading up to and during the Festival as well as assisting with print trafficking for in-person films. This position is a pivotal member of the Festival core staff; will be included in all general staff, senior staff, and programming team meetings, and will be expected to represent the Festival to the University and local communities, as well as to industry guests with the utmost professionalism.

The Production Coordinator will report directly to the Operations Manager, and dates of employment will run from August 9, 2021 to one week after the Festival ends on November 5, 2021. The position will work 20 hours per week starting off and 40 hours per week during the busy weeks leading up to the festival. This position will be hired through UVA temp services and paid an hourly rate to be informed by the individual's experience.

Due to the nature of this position, there will be periods of time leading up to and during the VAFF during which it will be necessary to work overtime and on weekends. Overtime worked will be compensated with overtime pay.

### Areas of Responsibility

#### Film Tracking, Booking, and Print Trafficking

- Assist in booking the films with distributors and producers once they have been selected by the Program Manager and Festival Director.
- Support tracking production and delivery details of all programmed films and discussions by acquiring, organizing, and maintaining records for press kits and publicity materials.
- Maintain a database of all films booked, to include film format, shipping details, rental & payment terms, distributor & filmmaker contact information, etc.
- Manage inbound and outbound print traffic for in-person films by clearly communicating deadlines to distributors, producers, and festivals, and tracking shipments. Print trafficking is the shipping and movement of films between festivals, distributors, and venues.
- Work to ensure proper handling of all physical film copies to minimize the VAFF's liability.

#### Technical/Virtual Platform Coordination

- Confirm technical specifications and information with distributors and producers to ensure that the screening file is the correct format for the virtual platform.
- Compile and manage full technical specifications and information for each film in a master document with attention to detail.

- Record and Edit pre-recorded Zoom interviews, upload to VAFF's YouTube channel with proper naming convention and tagging, and map uploaded videos to the virtual platform.
- Test uploaded films on the virtual platform ahead of festival dates.
- Assist in setting up and maintaining membership and ticketing infrastructure.
- Assist in drafting of operational event schedules for pre-recorded and live virtual discussions.
- Assist in analyzing box office data and producing ticket sales and attendance reports.

#### **Website**

- Assist in maintaining the VAFF's website and virtual platform, including uploading films, pre-recorded discussions, other media, blurbs, photos, ticketing details, etc.
- Support the creation of customer service documentation, FAQs, and patron how-to guides around accessing the virtual platform, films, and discussions.
- Write and edit content for the website and virtual platform including researching, writing, and proofing copy for film synopsis and guest bios.

#### **Other duties may include but are not limited to**

- Track production-related expenses in real-time in accordance with University of Virginia's Procurement and Purchasing policies.
- Assist with marketing and publicity of VAFF films and events.

## **General Expectations and Requirements**

### **Required Knowledge, Skills and Abilities**

- Organizational skills, attention to detail, and problem-solving skills are essential to the success of this role.
- Must have excellent interpersonal skills and the ability to work intuitively within a diverse environment.
- Experience in a customer service environment.
- Must have strong written and verbal communication skills and experience in writing and communicating through a wide variety of mediums.
- Expert knowledge in the following applications is required: Video Editing Suite (such as Premiere, Final Cut, Davinci Resolve), Microsoft Office Suite (Word, Outlook, Excel), Google Drive, and familiarity with Event Management software.
- Must also possess the ability to adapt quickly and work well under pressure, multitask and meet tight deadlines, a history of working well in teams, and the drive to develop and execute plans with little oversight.

### **Preferred experience, skills, and interests**

- Working knowledge of the film industry.
- A passion for the arts and film.
- Experience in coordinating and organizing arts/film events, programs, and/or screenings.
- Working knowledge of University of Virginia's Procurement and Purchasing policies and procedures.
- Working knowledge in the following computer applications is preferred: Microsoft Access, Adobe Photoshop, Adobe Illustrator, WordPress.

## **About the Virginia Film Festival**

The Virginia Film Festival is a program of the University of Virginia, with support from the Office of the Provost and Vice Provost for the Arts. Each fall, we welcome over 150 guests and screen nearly 200 films, exhibiting at both virtually and in venues on UVA grounds and in the surrounding community over the five days of the Festival. The VAFF will celebrate its 34th year on October 27-31, 2021.

Please submit your cover letter, resume, and references to [rob@virginiafilmfestival.org](mailto:rob@virginiafilmfestival.org) with the subject line ***[Your Name] - 2021 VAFF Production Coordinator Application***