

Virginia Film Festival 2020 Production Coordinator

The VAFF's Production Coordinator serves as the main point of contact for the Festival's technical staff and screening venues, coordinating audio-visual and technical logistics leading up to and during the Virginia Film Festival. 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 10, 2020 to approximately two weeks after the Festival ends on November 6, 2020. The position will work 40+ hours per week. 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 Booking and Trafficking

- Assist the Operations Manager in booking the films with distributors and producers once they have been selected by the Program Manager and Festival Director.
- Manage inbound and outbound print traffic 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.
- Maintain a database of all films booked, to include film format, shipping details, rental & payment terms, distributor & filmmaker contact information, etc.
- Work to ensure proper handling of all physical film copies to minimize the VAFF's liability.

Technical Coordination

- Support the Operations Manager in communicating any event-related Audio/Visual needs and any potential troubleshooting before, during, and after events with vendors and technicians.
- Confirm technical specifications and information with distributors and producers to ensure that the screening takes place in a venue that can support the format provided. Compile and manage full technical specifications and information for each film to be screened in a master document with attention to detail.
- Compile individual hard drives for each venue with digital format films ensuring they are correctly formatted for the specs required by the venue.
- Produce detailed technical venue scripts for all projectionists, technical coordinators, and house managers for every screening venue.
- Coordinate technical information and needs for all screenings with venue and technical staff, as well as contracted vendors.
- Coordinate testing of films at venues ahead of festival dates.
- Coordinate the delivery and installation of exhibition equipment and media objects to the proper venues as scheduled.

Program and Website:

- Coordinate formatting and uploading of the 2020 program of films to the VAFF's website to include screening time, date, and venue, film synopses, still images, ticket prices and purchase links, etc.
- Writing and editing content for the printed Festival Program and website.

Intern Oversight and Budget Tracking

- Work with UVA student interns including a dedicated Production Intern to coordinate the film tracking process, draft technical scripts, and write promotional copy.
- Track production-related expenses in real-time in accordance with University of Virginia's Procurement and Purchasing policies.

Other duties may include but are not limited to

- Assist with marketing and publicity of VAFF films and events.
- General office coordination and administrative support.
- Help to execute special events, to include parties, press events, volunteer trainings, Family Day, etc.

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 culturally 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 computer applications is required: Microsoft Office Suite (Word, Outlook, Excel), Google Drive.
- 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 screens nearly 200 films, exhibiting at

7 screening venues on UVA grounds and in the surrounding community over the five days of the Festival annually. The VAFF will celebrate its 33rd year on October 21-25, 2020.

Please submit your cover letter, resume, and references to rob@virginiafilmfestival.org with the subject line ***[Your Name] - 2020 VAFF Production Coordinator Application***