

Virginia Film Festival

2026 Development Coordinator

Pay Rate: \$25/hour

Hours/Week: 15-20/week

Contract Dates: 8/31/26 - 10/29/26

Format: In-Person + Remote

Supervisor: Director of Development

The VAFF's Development Coordinator is a pivotal member of the Festival and Box Office staff. This position will work closely with the Director of Development, VAFF Admin Team, and Box Office staff to concierge ticket requests and provide excellent customer service to donors, sponsors, guests, VIPs, and other Stakeholders. The position will be included in VAFF staff meetings and will be expected to represent the Festival to the University and local communities with the utmost professionalism.

This position will report directly to the Director of Development. This is primarily a sedentary job but may require walking some distance to support screening venues during the 5-day Festival. Due to the nature of this position, overtime will be required during the week of the Film Festival, and overtime worked will be compensated for with overtime pay. This position will be hired through UVA Temp Services.

Candidates are required to have a personal mobile phone for use during scheduled hours that can text, access email, and download an app required to access the box office software.

Areas of Responsibility

- Manage the fulfillment and tracking of donor & sponsor ticketing benefits, ensuring all requests are filled and distributed timely and accurately.
- Communicate directly with VAFF donors & sponsors to concierge ticket requests and answer questions about the VAFF program, events, benefits, and other related topics.
- Coordinate with VAFF and Arts Box Office staff to test 2026 season build and develop 2026 ticket tracking and reporting processes.
- Support donor and sponsor benefit production, including, but not limited to, badge creation and Lounge prep.
- Work in the Arts Box Office's Tessitura ticketing database to process and reconcile orders beginning with donor pre-sale and throughout the Festival weekend.
- Act as primary liaison between VAFF staff and ABO staff during the Festival for all ticket requests and concierge needs from donors, sponsors, guests, VIPs, and other Stakeholders.
- Support Downtown Box Office planning and implementation as needed - may include equipment testing, physical set up, will-call, and standby line planning and execution.

Required Knowledge, Skills, and Abilities

- Organizational skills, attention to detail, and problem-solving skills are essential.
- Prior experience working in a box office and/or a customer service environment.
- Strong written and verbal communication skills.
- Experience in writing and communicating through a wide variety of mediums.

- Excellent interpersonal skills and the ability to work effectively within a culturally diverse environment.
- Must adapt quickly and work well under pressure; multitask frequently and meet tight deadlines; have a history of working well in teams; and develop and execute plans with little oversight.
- Expert knowledge in the following computer applications is required: MS Word, Outlook, Excel.

Preferred Experience, Skills, and Interests

- A passion for the arts and film.
- Experience working for arts or cultural events.
- Working knowledge of the Tessitura ticketing system.

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 100 guests and screen over 100 films on UVA grounds and in the surrounding community over the five days of the Festival. The VAFF will celebrate its 39th year from October 21-25, 2026.

To Apply: Applications will be reviewed on a rolling basis, and interviews will be scheduled only with top candidates. To apply, please email cover letter, resume, as well as contact information for at least 3 references to lramey@virginia.edu with the subject line: **Application: VAFF 2026 Development Coordinator**.