



2011 MIAMI INTERNATIONAL FILM FESTIVAL

FILMMAKER SERVICES COORDINATOR JOB DESCRIPTION

- Reports to Head of Programming and Industry
- Track and procure film and filmmaker info in order to fulfill the needs of Festival programmers
- Screen and evaluate film submissions
- Procure film and filmmaker info of confirmed films following a detailed checklist, including marketing materials and screeners
- Provide screeners and prepare pertinent info packets for capsule writers
- Request availability of films for slotting
- Assist with proofing Film Guide, catalogue and website
- Invite confirmed filmmakers and talent and coordinate travel and accommodations with Travel Coordinator, updating attendance list accordingly
- Update templates and documents related to the Filmmaker Services department
- Assist in coordinating Encuentros program submission guidelines, templates, agreements, schedules, and brochure
- Provide materials to facilitate marketing, outreach and press
- Prepare attendee Welcome Package
- Actively contribute as needed at the Guest Relations Suite during the Festival to welcome and facilitate guests
- Accompany filmmakers to their screenings, followed by conducting Q&A sessions
- Attend Festival events and parties when possible
- Post-Festival follow-up (update FileMaker Pro database, send thank you letters, photos, etc.)
- Submit wrap report
- Other duties as assigned

Minimum Requirements

- Bachelor's degree (B.A. or B.S.) and 2-5 years of work experience in the film industry; previous experience at film festivals a plus
- Knowledge and interest in film
- Solid written and oral communication skills; preferably multilingual
- Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community
- Excellent organizational skills

- Ability to effectively present information and respond to questions from top management, groups of managers, clients, customers, and the general public; comfortable with public speaking
- Self-starter with Initiative
- Team-oriented
- Must possess proficiency in spreadsheet software, databases, Microsoft Office