



Special Events Coordinator 2015

Cine Las Americas is a non-profit organization dedicated to the exhibition and promotion of Latino, Iberoamerican and American indigenous film in Austin, Texas. The 18th Cine Las Americas International Film Festival will take place April 22-26, 2015.

Job Description:

The Special Events Coordinator will work closely with the Outreach Coordinator-Sponsorship Liaison and the Festival Director in producing special events during the film festival. The goal of this position is to add value to the film screenings, filmmaker/industry networking opportunities and general audience entertainment. Some of these events could include; filmmaker/member only events, Happy Hours, receptions, official lunch/dinner engagements, general audience parties, pre/post screening entertainment, and entertainment and basic amenities at Festival Registration Office.

Responsibilities:

- Coordinate efforts between staff, committee members, and sponsors in order to produce quality social events.
- Create a unique atmosphere for each event and for special screenings.
- Work with Outreach Coordinator-Sponsorship Liaison to find event sponsors.
- Coordinate details with hosting venues sponsors and food/beverage sponsors.
- Arrange value-adding entertainment for events/screenings when possible.
- Consult with the Programming Department to create potential film screening tie-ins for events.
- Ensure that guests receive timely invitations to all events.
- Create social media engagement methods that encourage attendees to interact with events/the festival via social media.
- Work with the Volunteer Coordinator to manage a small group of volunteers to staff all events.
- Coordinate strike and clean up efforts after each event
- Develop unique door entry procedures per event.
- Be present on site at all events to meet/greet attendees, manage volunteers, and facilitate door entry.

Qualifications:

- Excellent event production skills.
- Ability to work independently and maintain initiative when working with a team of busy professionals.
- Excellent taste in event production and promotion.
- Must be creative, and able to solve problems in short notice.
- Must be methodical, patient, have great attention to detail, and enjoy producing events under pressure.
- Must be able to keep calm and focused, and able to meet deadlines when working under pressure.
- Must have excellent time management, organizational, and communication skills.
- Must work well with all festival team members, and demonstrate ability to provide positive and creative leadership to a team of volunteers.
- Must be 21 years or older.
- Must have TABC certification.
- Must have a current drivers license and reliable transportation.
- Knowledge of Mac based Microsoft Office software and Google Apps (Calendar, Gmail, Drive).
- Bilingual Spanish/English a plus.

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Term of Employment:

- This is a part-time, seasonal staff position.
- Needed on part-time basis in the office, February 1 - May 15, 2015.
- Applicants must be available for a minimum of 10-15 hours per week in the office, and will also work some from home as required.
- Must be available additional hours from April 1 to 30, including evenings and weekend days, and especially April 21-30.

To Apply:

Qualified applicants should send a resume, and cover letter by January 15, 2015 to: entries (@) cinelasamericas.org. Make sure to include "Special Events Coordinator" in the subject line. No phone calls please.