



Registration and Hospitality 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 Registration and Hospitality Coordinator is in charge of the Film Festival Registration office, which provides registration services, and general event orientation to guest filmmakers, industry participants, members, sponsors, media, volunteers, and friends of the festival in the weeks prior and during the event. This person works with the Programming staff to determine which filmmakers plan to attend the festival, and arranges accommodations and ground transportation for out-of-town filmmakers.

Responsibilities Include:

- Develop and maintain a Festival Registration Database.
- Monitor online film pass sales and record data into the registration database.
- Work with each staff department to promote and facilitate the registration of: members, sponsors, volunteers, filmmakers, jurors, media and general audience.
- Act as main point of contact to all registrants about purchasing film passes, and/or redeeming free/discounted passes.
- As needed, follow up with event registrants via email or telephone.
- Work with programming to determine attending filmmakers from out-of-town and identify registration and accommodation needs.
- Manage and promote the festival registration page with participating filmmakers and other industry members.
- Confirm travel dates and visa status for all attending filmmakers. Official invitations and visa letters are issued when
- Work with the festival travel agency to make travel arrangements for selected participating jury members and participating filmmakers as necessary.
- Book hotel reservations for out-of-town guests (filmmakers/jurors).
- Work with the Volunteer Coordinator and Production Manager to arrange ground transportation for out-of-town guests to and from the airport and to festival venues.
- Works with Volunteer Coordinator to ensure adequate registration of all volunteers.
- During the festival, act as the primary point of contact for out-of-town filmmakers, providing information, coordinating transportation and troubleshooting issues as they arise.
- Be onsite and operate the Festival Registration Office throughout office hours from April 20 through the 27.
- With the Volunteer Coordinator, manage a group of volunteers to fully staff the Festival Registration Office from April 20 through the 27.
- Manage volunteers in the preparation of badges, lanyards, bags and registration for onsite registration.
- Coordinates the preparation of all Film Festival office materials including badges, swag bags etc.
- Generates guest list and VIP tickets for the festival each day
- Manage a badge labeling system.
- Coordinate both registration office setup and breakdown.

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Experience/Skills Required:

- Must have managerial experience.
- Must have experience in event coordination.
- Must have cash handling experience.
- Strong ability to provide excellent customer relations in a fast-paced environment.
- Very strong organizational skills and highly detail-oriented.
- Must work well with all festival team members, and demonstrate ability to provide positive and creative leadership to a team of volunteers.
- Proficient in Macintosh based Microsoft Office, FilemakerPro and Google Apps (Gmail, Drive, Calendar)
- Must be reliable and self-motivated, have a positive attitude and be a good team member.
- Must be 21 years or older.
- Must have current drivers license and reliable transportation.
- Knowledge of basic film festival protocol a plus.
- Spoken/written Spanish proficiency is a big plus.

Term of Employment:

- Needed on part-time basis in the office, March 1 - May 15, 2014.
- 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 full-time from April 21-30.

To Apply:

Qualified applicants should send a resume, cover letter, to: entries (@) cinelasamericas.org. Make sure to include "Registration/Hospitality Coordinator" in the subject line. No phone calls please.