



Festival Production Manager

Cine Las Americas is a non-profit organization dedicated to the exhibition and promotion of Latinx, Iberoamerican and American Indigenous film in Austin, Texas. The 21st Cine Las Americas International Film Festival will take place May 2 - 6, 2018.

General Job Description:

The Production Manager is responsible for managing venues and volunteers for the festival, including: coordinating onsite operations; managing screenings and show-flow; monitoring/reporting ticket sales; and supporting guest services and events for all in attendance. The Production Manager is the house manager for the theaters, and the main point of contact between theater operations, venue staff, festival volunteers, and festival staff for all festival screenings and events. The position reports to the Festival Director.

Principal Responsibilities:

- Set up venues before the festival opens and strike venues after festival closes.
- Meet with venue personnel prior to festival to discuss logistics and festival protocol.
- Co-coordinate online ticket sales prior to festival with Festival Registration and each separate venue.
- Coordinate CLAIFF poster/banner placement at venues at least 3 weeks prior to festival.
- Convene and host volunteer training/info sessions prior to festival.
- Manage volunteer schedules during the festival for venues, events, and guest services. Work with Festival Staff and Volunteer leads to resolve last minute changes and no-shows.
- Setup and strike the theaters daily during the festival, including supplies and signage.
- Act as point festival floor manager.
- Check in with venues throughout the day to ensure proper operations.
- Work closely with the Theater Managers, Registration and Hospitality Coordinator, and Special Events Staff to make sure screenings run smoothly and on-time.
- Act as point of communication between volunteers and staff.
- Coordinate with Registration and Hospitality Coordinator and Theater Managers to reserve seats and manage guest list tickets.
- Coordinate with Registration and Hospitality Coordinator and Special Events Coordinator to insure guests have staff and volunteer support where needed (including but not limited to tickets, event access, and transportation).
- Work with the Box Office staff at each venue to manage on-site ticket sales.
- Closely monitor daily ticket sales and be alert for sold-out or high-attendance screenings.
- Manage and collect box office revenue at end of each day and deliver to HQ.
- Manage and collect audience award ballots at end of each day and deliver to HQ.
- After the festival, obtain final ticket sales from venues and submit for wrap report.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Positive attitude, good team member, responsive to direction and input towards team goals and projects.
- Ability to work independently and maintain initiative when working with a team of busy professionals.
- Must have managerial experience.
- Must have experience in event coordination or production.
- Strong ability to provide excellent customer relations in a fast-paced environment.
- Able to maintain a calm demeanor under pressure.
- Very strong organizational and communication skills.
- Highly detail-oriented.
- Ability to provide positive and creative leadership to a team of volunteers.
- Must have a car for transportation and a valid drivers license with insurance.
- Knowledge of film festival protocol a must.
- Skills in working with Mac and PC based IT systems, GoogleDrive and Apps, and Microsoft Office. Additional experience in SmartSheet, Adobe Creative Suite, DropBox, and WordPress is a plus.
- Excellent writing/editing and verbal communication skills required; bilingual in English and Spanish is a plus.

Term of Employment:

- This is a part-time, seasonal staff position.
- Needed on part-time basis beginning February 1, 2018, to be a part of planning logistics for festival and holding 1st volunteer call meeting prior to April 1, 2018.
- Applicants must be available for a minimum of 15 hours per week in the office beginning March 1, 2018, and will also work some from home as required.
- Must be available to coordinate and lead two volunteer training sessions during the last two weeks of April.
- Must attend two to three all-staff meetings prior to the festival and one wrap meeting after the event.
- Must be available full-time from April 25 to May 9, 2018.
- Compensation is negotiable and stipend based on experience.

To Apply:

Qualified applicants should send a resume and cover letter to: cine@cinelasamericas.org. Make sure to include "Production Manager" in the subject line. No phone calls please.