

CINELASAMERICAS

Registration and Hospitality Coordinator

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 Registration and Hospitality Coordinator is responsible for the management of the Film Festival Registration and Hospitality office, which provides pre-registration services, and general event orientation to guest filmmakers, industry participants, members, board members, sponsors, media, volunteers, and friends of the festival in the weeks prior to and during the event. This person works closely with the Programming staff to determine and coordinate logistical needs of visiting filmmakers that plan to attend the festival. The position reports to the Festival Director.

Principal Responsibilities:

- Develop and maintain a Festival Registration Database.
- Serve as main point of contact for tickets, passes, and badge purchases.
- Monitor online film ticket, pass, and badge sales and record data into the registration database.
- Work with each staff department to promote and facilitate the registration of: members, board members sponsors, volunteers, filmmakers, jurors, media/press, and general audience.
- Work with programming staff to determine attending filmmakers from out-of-town and identify registration and accommodation needs. For select guests for whom festival covers travel and/or lodging, work with guests, travel agency, and hotel as directed by Festival Director. Confirm dates, prepare visa letters, and book travel and lodging arrangements as necessary.
- Manage and promote the festival registration page with participating filmmakers and other industry members.
- Responsible for the logistical needs for ground transportation for out-of-town guests to and from the airport, and to festival venues.
- 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.
- Manage volunteers in the preparation of badges, lanyards, bags, and registration prior to and during on-site registration.
- Coordinate the preparation of all Film Festival on-site materials for each venue.
- Generate guest list and VIP tickets for the festival each day.
- Coordinate both registration office setup and breakdown.
- Be on site and oversee operations of the Festival Registration Office as required.
- Manage a group of volunteers to fully staff the Festival Registration Office from April 30th through May 6th.
- Coordinate Registration and Hospitality wrap reports.
- With Sponsor Coordinator, Events Coordinator, and any other applicable staff, coordinate follow-up and thank you notes to Hospitality sponsors post-event.

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.

CINELASAMERICAS

- 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.
- Experience in cash handling and reconciling box office statements.
- 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.
- 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.
- 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.
- Excellent writing/editing and verbal communication skills required; bilingual in English and Spanish is a plus.

Term of Employment:

- Needed on part-time basis beginning March 1, 2018.
- Applicants must be available for a minimum of 10-15 hours per week in the office beginning April 1, 2018, and will also work some from home as required.
- Must be available to attend 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 is based on experience.

To Apply:

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