



Special Events 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 Special Events Coordinator will work closely with the Membership and Community Outreach Coordinator, the Sponsorship Coordinator, the Production Manager, 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. The position reports to the Festival Director.

Principal Responsibilities:

- Coordinate efforts between staff, special events 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 and Sponsorship Coordinator to secure 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.
- With Marketing Coordinator, implement social media engagement methods that encourage attendees to interact with events/the festival via social media.
- Work with the Production Manager and Volunteer Coordinator to recruit and 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:

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.

- 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.

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- Must have TABC certification.
- Must have a current drivers license and reliable transportation.
- 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.
- Bilingual Spanish/English a plus.

Term of Employment:

- This is a part-time, seasonal staff position.
- Needed on part-time basis beginning February 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 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](mailto:cine(@)cinelasamericas.org). Make sure to include "Special Events Coordinator" in the subject line. No phone calls please.