

Coordinator Job Descriptions

Workshop Coordinators:

Job duties include:

- Communication with tutor
- Securing all materials needed for workshop
- Coordinating workshop volunteer(s)
- Communication with, and coordinating, workshop participants
- Assisting tutor with workshop implementation
- Managing the workshop venue
- Responsible for post-festival reporting

After Party Coordinator:

Job duties include:

- Securing all musical talent
- Working with logistics team to prepare venue
- Coordinating, communicate with all, volunteers
- Communication with financial office for contracts and coordinating payment
- Communication with musical talent before and during festival
- Communication with venue security
- Coordinating with media staff to promote events
- Communication with guest coordinator for accommodations for musical talent
- Managing after-party venue
- Securing beverages and merchandise
- Responsible for post-festival reporting

Events Coordinator:

Job duties include:

- Securing venues
- Communication with festival guests
- Securing equipment needed for event
- Coordinating volunteer(s)
- Coordinating and securing food and beverages
- Coordinating with media staff to promote events
- Communication with other coordinators
- Responsible for post-festival reporting

Cinema Coordinators:

Job duties include:

- Prepare venue each day for audience
- Communication with festival guests
- Securing all equipment needed for programs and presentations
- Coordinating volunteers
- Preparing introduction information
- Securing program information/catalogues

- Securing and selling merchandise/drinks each day
- Secure money each day (including change needed for transactions)
- Communication with projectionists
- Communication with media for promotion
- Need to be knowledgeable about festival program
- Responsible for post-festival reporting

Logistics Coordinator:

Job duties and skills include:

- Construction skills needed
- Must be a problem solver
- Able to complete all necessary physical demands (climbing, lifting, working in heat, etc.)
- Securing all materials and tools needed for each venue
- Coordinating volunteers
- Making repairs as necessary
- Transportation of materials as needed
- Responsible for post-festival reporting

Information Booth Coordinators:

Job duties include:

- Securing all promotional materials for each day
- Securing merchandise to sell
- Securing money each day (including change for transactions)
- Coordinating volunteers
- Ensuring booth has adequate staff coverage throughout the day
- Ensuring volunteers are knowledgeable about the program and festival lay-out
- Communicating with logistics for construction needs (tables, chairs, banners, etc.)
- Responsible for post-festival reporting

Volunteer Coordinator Assistant:

Job duties include:

- Assisting Volunteer Coordinator with all aspects of volunteer management
- Creating and posting call for volunteers for social media and website
- Communication with potential volunteers
- Creating training materials/package
- Facilitation of training sessions
- Securing volunteer agreements/taking pictures for badges
- Communication with Guest Services for volunteer accommodations
- Distribution of volunteer badges
- Communication with all festival coordinators
- Resolution of volunteer issues during festival
- Creation and distribution of volunteer survey post-festival
- Responsible for post-festival reporting

Finance Coordinator Assistant:

Job duties include:

- Assisting financial officer with all aspects of financial management
- Must have financial experience
- Responsible for handling money
- Must be flexible with schedule during festival
- Responsible for post-festival reporting

Guest Services Coordinator Assistant:

Job duties include:

- Assisting Guest Services Coordinator with all aspects of guest services management
- Arranging transportation for festival guests
- Arranging accommodations for festival guests
- Coordinating volunteers during festival
- Distribution of festival materials to guests, including welcome bags and IDs
- Serve as point of contact for guests during festival
- Provide information for festival visitors on hotels, festival events, and area activities
- Responsible for post-festival reporting

Media Coordinator:

Job duties include:

- Coordinating all aspects of media, communications and promotion for the festival
- Distribution of promotional materials
- Coordinating volunteers
- Communication with local media including television, radio and print
- Responsible for daily posts on multiple social media sites
- Communication with all coordinators
- Responsible for post-festival reporting

Projectionist Coordinator:

Job duties include:

- Management of all projectionists at each cinema
- Assigning projectionists for each venue and event to ensure proper coverage
- Communication with translation and subtitle volunteers to coordinate materials
- Testing all material prior to festival and prior to event
- Be present throughout all cinema screenings
- Need to be knowledgeable about screening schedule and festival program
- Responsible for post-festival reporting