



JOB INFORMATION

Job Code:	129255
Job Title:	Film Festival Coordinator
FLSA Status:	Non-Exempt
Supervisory:	May oversee student, temporary and/or casual workers.; Supervises volunteers.
Job Family:	Cinema/Film
Job Family Group:	Cinematic Arts
Management Level:	7 Individual Contributor

JOB SUMMARY

Plans, directs and attends First Look film festival. Counsels and guides student and alumni filmmakers in the film festival path. Investigates and evaluates new technologies as an avenue for student films. Coordinates shipping both submissions and prints for national and international festivals and events. Oversees day-to-day office supplies and equipment.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Associate's degree	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		1 year	
	X	2 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Experience with special events planning and/or volunteer relations management.
X		Experience with student films, film productions and film festivals.
X		Technical knowledge of film and video (e.g., formats, aspect ratios, sound requirements).
X		Demonstrated proficiency in oral communications.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Plans, directs and attends First Look film festival. Monitors equipment, goods and services to ensure all details are handled in a timely manner. Evaluates vendors to obtain best services and supplies for festivals and office. Reviews quotes from outside vendors and makes recommendations based on those quotes. Oversees ad sales ads and billing. Coordinates services with other offices and staff on campus.				
Produces and distributes First Look DVD, program, invitation, rules and regulations. Proofreads, edits and supervises printing and written material including the artwork for the ad sales ads. Solicits donations of DVD services and projection equipment for First Look. Serves as a resource for First Look and other film festival information. Answers questions from staff, students and outside professionals regarding film festivals.				
Evaluates quality and look of First Look DVD, program and invitation. Determines way to improve products and materials.				
Counsels, advises and notifies students and alumni of upcoming film festivals and strategies for entering them. Determines the best strategy for individual student and alumni film submissions to festivals.				
Investigates and evaluates new technologies as an avenue for student films as well as identifying new markets that are available to screen older films. Recommends and creates film programs to national and international festivals.				
Coordinates shipping both film submissions and prints for national and international festivals and events.				
Gathers facts and figures used to develop a budget. Monitors, tracks and reconciles budget activity. Provides projections used to develop a budget.				
Maintains electronic databases and other records for film festival submissions, entry fees, print tracking, and award winners.				
Maintains an active network of professional contacts within the film festival arena. Acts as liaison between the office and film festivals around the world and between the office and entertainment industry vendors.				
Oversees day-to-day office supplies and equipment. Resolves issues regarding maintenance and/or replacement of office and other equipment. Attends monthly meetings to inform school of office updates.				
Attends film festivals, events and award ceremonies to help promote and identify funding for USC students and alumni and First Look film festival.				
Reviews film festival contracts, music license agreements and student film distribution and license agreements, as required.				
Works with or gives guidance and direction to student workers and/or volunteers. Schedules and prioritizes work assignments. Trains student workers and volunteers, as appropriate.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.