

## **Festival Coordinator**

### **Position**

Festival Coordinator – Responsible for planning, development and implementation of all the Festival's strategies, communications, and team activities, both external and internal.

### **Remuneration**

Service is without remuneration except for administrative support, travel, and accommodation costs in relation to duties.

### **Qualification**

All festival contractors and directors shall meet the following qualifications:

- (a) must be at least 18 years old
- (b) bachelor's degree or above
- (c) minimum 3 years' festival/event experience
- (d) strong written and verbal communication and interpersonal skills
- (e) personal qualities of integrity, credibility, and passion for the organization's cause

### **Duties**

- Responsible for creating, implementing and measuring the success of festival that will articulate and enhance the Festival's image and position
- Planning, coordination, and execution of events before and during the festival
- Manage various festival teams and support them as needed
- Create a Festival Plan and schedule and track all the key activities and meetings
- Assist Festival Fundraiser with proposal writing, research, and additional duties as assigned
- Work closely with Festival Director - managing festival tasks
- Manage and maintain sponsor and vendor relations
- Arrange meetings and follow-ups to ensure sponsor and client satisfaction
- Efficiently store all festival related artifacts in one location
- Assist in the research, collection and storage of all film materials (film images, credits, press kits, synopsis, etc.).
- Assist to add materials to the website, print guide, and advertising.
- Assist with cross promotion, this includes compiling databases of relevant external organizations and communicating with them and follow ups as required
- Serve as a liaison between all teams and manage day to day tasks and tracking
- Create weekly update reports
- Schedules necessary meetings, meeting minutes and action items and follow up in a timely manner
- Keeps check on any issues and risks and communicates it to the festival director