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