

2008 Festival Job Description

POSITION: Presentation Coordinator
DEPARTMENT: Presentation (PRZ), Operations
HIRE DATES: February 18, 2008 – March 16, 2008 (PART TIME)
March 17, 2008- April 9, 2008 (3 weeks)
SALARY RANGE: \$400 to \$500 a week
REPORTS TO: Presentation Manager
WORKS WITH: Programming, Third Party screening venues, Production, Theater Operations, Venues and Special Events

The **PRESENTATION COORDINATOR** for the 2008 AFI DALLAS International Film Festival is part of the team responsible for the overall sound and image integrity of all films screened during the Festival. The Presentation Coordinator will assist the Presentation Manager in coordinating with all screening venue projectionists and management to ensure that the three major screening venues are adequately prepared with the required A/V equipment and that all AFI DALLAS Presentation Staff know their assignments.

JOB DUTIES, RESPONSIBILITIES, AND FUNCTIONS

- Assist the Presentation Manager in supervising all site screening and presentation technical production functions relating to AFI DALLAS screenings at all AFI DALLAS screening venues
- Assist the Presentation Manager in anticipating, planning for and solving projection issues to ensure the highest possible screening standards during the Festival.
- Assist the Presentation Manager in the supervision and production of all special iii screening presentations including Opening and Closing Night, Centerpieces, Tributes, and any additional festival events that feature projection or screening presentations (including screening presentations in all other venues)
- Assist the Presentation Manager in the supervision of the production of the AFI DALLAS 2008 trailer and its delivery in accordance with designs and protocol determined by the Marketing Department.
- With the Programming team and Head Theater Manager, assist the Presentation Manager in generating the content for and hosting the Theater Walk-Through Meeting with the all screening venue staff and AFI DALLAS theater managers, programmers, and theater volunteers in attendance two days prior to the festival
- Assist the Presentation Manager to supervise and train when necessary, the Presentation Department, including the Film Traffic Coordinator and all other Presentation staff
- Assist the Presentation Manager in organizing and hosting daily theater technical meetings with theatre teams, attended by a member of the Operations and Programming Departments, as well as the Head Theater Manager and any theater managers that are able to attend.
- Assist the Presentation Manager in overseeing all source, format and conversion issues regarding festival films.
- Assist the Presentation Manager in the creation of a comprehensive wrap report (and electronic version) as outlined in our policy book and turn in to Operations Department. during your exit interview, which will take place a few days before employment is complete.

- All job specific reports and files must be organized and turned in to the Operations Dept. at your exit interview.

QUALIFICATIONS

- Ability to work effectively as part of a fast-moving staff at multiple locations required.
- Knowledge of electronics, computers, networking, editing equipment, design software, strongly preferred.
- Extensive knowledge of all film and video formats and technical aspects of theater operations preferred.
- One to three years of technical direction of screening presentations preferred.