

2008 Festival Job Description

POSITION: Technical Coordinator

DEPARTMENT: Production (PRD), Operations

HIRE DATES: February 4, 2008 – April 18, 2008

SALARY RANGE: \$500 to \$600 a week

REPORTS TO: Director of Festival Operations

WORKS WITH: Third party vendors, Production, Presentation, Venues and Special Events

Please send your resume and cover letter to jobs@AFIDALLAS.com. Please write TECHNICAL COORDINATOR in the subject line.

The **TECHNICAL COORDINATOR (TCHCo)** for the 2008 AFI DALLAS International Film Festival works with the Technical Manager in planning, integrating, and producing every non-screening aspect of the overall technical presentation of the Festival. The TCHCo assists the Technical Manager and the entire Production Department in the ordering, testing, and execution of sound, audio, visual, lights, gobo placement, generator placement, Internet connectivity, full electrical tie-ins, and various other duties.

JOB DUTIES, RESPONSIBILITIES, AND FUNCTIONS

- Responsible for all technical inventories including gobos, lights, tie-ins, cabling, and sound equipment used during the Festival.
- Responsible for all technical assets whether owned, sponsored, donated, rented or otherwise put into production.
- Responsible for all asset schedules, deliveries, set-up, testing, and breakdown.
- Maintain inventory list of all sponsor donated electronic product.
- Work closely with the Technical Manager, Director of Festival Production and the rest of the Production team on the lighting design, sound engineering, and overall technical needs for the setup and smooth running of the Victory Park Headquarters.
- Support the Technical Manager and the entire Festival Production Department with the production of the Festival's nightly Red Carpet presence at one of a half dozen locations. Primary duties would include securing essential power sources, developing and executing lighting design, and integrating a substantial sound design.
- Assist the Production Department with the technical aspects of all AFI DALLAS sanction venues and event spaces build outs.
- Support the Technical Manager in developing and executing all requirements and procurement regarding lighting, sound, audio/visual, Wi-fi and general needs for the daily efficient functioning of all AFI DALLAS venues.
- Assist in the implementation of gobos, and other AFI DALLAS digital and visual collateral making sure that the appropriate projection, lighting, and other hardware needs are met for each environment.
- Support the Technical Manager in all technical procurement and set-up involving the Main Box Office site and the satellite Box Offices at screening venues. These technical needs may include, but are not limited to: coordinating computer networking for production offices/staff desks, phone line installation, and IT troubleshooting.

- Provide support to the Presentation Department when need for all lighting, sound, and construction source issues regarding Festival screenings and event at these venues.
- Work with Technical Manager plan and troubleshoot the integration of all sponsored and partnered facilities and their technical specifications.
- Participate in daily meetings during the Festival with the Production team attended by members of the Operations and Programming Departments.
- Attend the weekly AFI DALLAS Production meetings regarding all AFI DALLAS venue plans, build outs, and the execution of these places technical needs.
- Complete a comprehensive wrap report and turn in all job specific reports and files to the Operations Department during your exit interview which will take place a few days before employment is complete.

QUALIFICATIONS

- Two to four years experience in stage, concert, convention, or other on-site technical management required.
- Extensive knowledge of all film formats and technical aspects, theater operations, sound equipment, audio/video hardware, electronics, computers, and networking strongly preferred.
- Ability to work well in a fast moving, adaptable environment with a tight knit team strongly preferred
- Ability to think and act quickly under pressure, work within tight deadlines and be able to multi-task strongly preferred.