

Position: Festival Coordinator

Reports To: General Manager

Works With: Executive Director, Festival Programmer, and Volunteer Coordinator

Supervises: Box Office Manager, Contract House Managers, Seasonal Festival Staff, and Volunteers

Hours: Contract, Seasonal, Part-Time

Pay: \$10,000 stipend for 15 weeks

Houston Cinema Arts Society (HCAS) is seeking a Festival Coordinator for our 14th annual Houston Cinema Arts Festival. The Festival Coordinator will work closely with the General Manager and Festival Staff to plan and execute the Festival. This will include venue bookings, film trafficking, coordination of staffing, and any other duties related to the execution of the annual Festival. This is an independent contractor position starting on August 15, 2022 and ending November 25, 2022. This position will be flexible and include many opportunities to work from home in September. For the November Festival, the position will need to have open availability and be comfortable working events.

About the organization:

Houston Cinema Arts Society (HCAS) has put the nation's fourth largest city on the map among film industry professionals, artists, and film aficionados as a premier showcase for the moving image. The organization celebrates and illuminates the vitality of America's most diverse city with film, mixed media, performance and installation focused exhibition programming, as well as educational and film industry field building focused programming.

HCAS launched its inaugural five-day Film Festival in 2009. In addition to its now-annual Houston Cinema Arts Festival (HCAF) held in November, HCAS presents a variety of initiatives and programs, including a growing schedule of year-round screenings, events, educational and field building programming.

Houston Cinema Arts Festival, Houston's largest film festival, is the centerpiece of HCAS. This multi-venue and virtual festival includes over 50 short and feature-length narrative and documentary films, live performances, music, installations, panel discussions, free programming, student/youth focused programming, and two filmmaker competitions. Since 2009, HCAF has brought such notable guest artists as Guillermo Arriaga, Euzhan Pacey, Tilda Swinton, Shirley MacLaine, Patricio Guzmán and Isabella Rossellini. Other names include Elegance Bratton, Lemohang Jeremiah Mosese, Joyce Chopra, Tracy Letts, John Turturro, Amber Tamblyn, Loira Limbal, Kimberly Rivers-Roberts, Ethan Hawke, Carrie Preston, Clement Mensah, Arthur Jafa, Robert Redford, Chuko and Arie Esiri, Joseph Kahn, James Ivory, Norris Wong, Julie Taymor, Lourdes Portillo, Akosua Adoma Owusu, and Adele Pham. The festival has also hosted Texas talents like Bassam Tariq, Richard Linklater, Channing Godfrey Peoples, Ja'Tovia Gary, Patrick Wang, Gracie Chavez, Ivette Lucas, Trey Edward Shults, Jonathan Caouette, Harrison Guy, Patrick Bresnan, DJ Red, Lisa E. Harris, Stephanie Saint Sanchez, Thomas Haden Church, Jefferson Pinder, Candice D'Meza, Ben DeSoto, and DJ Flash Gordon Parks.

Recent initiatives include presenting the Sundance Satellite programming in association with the 2021 Sundance Film Festival, Black Media Story Summit-Texas in partnership with Black Public Media and Austin Film Society, the short film competition CineSpace in collaboration with NASA, and the regional short film competition Borders | No Borders for residents of Texas, bordering states, and Mexico.

For more information, visit www.cinemahtx.org

Festival Coordinator Responsibilities

The organization's Festival Coordinator has the responsibility of planning and executing events for the 501(c)(3) non-profit organization, working with its Artistic Director, Associate Creative Director, and seasonal staff. The Festival Coordinator reports directly to the General Manager.

- Work closely with the HCAS Staff and Artistic Director to coordinate film and venue booking, film trafficking, and artist booking.
- Work closely with the Box Office Manager to input Festival data into the ticketing platform, Eventive, and ensure all pass and ticket purchasing functions operate smoothly.
- Maintain communication with HCAS members and passholders about Festival events.
- Manage live streams for Q&As, performances, concerts, and live conversations, with technical support for more complex live streams.
- Manage all film trafficking for in-person and virtual events.
- Handle distribution of festival swag and merchandise for guest artists, donors, and customers.
- Work closely with the General Manager to create a staff schedule that ensures key HCAS staff are present at each Festival event.
- Work closely with the General Manager and Accountant to ensure all artists are booked and paid in a timely fashion.
- Assist in hiring and training all House Managers and Box Office Managers at Festival venues.
- Work closely with the Festival Volunteer Coordinator to ensure volunteer needs are met.
- Coordinate any Festival Rentals, supply needs, and equipment transportation during the Festival.
- Ensure all signage is ordered and clearly placed at events to ensure event safety.
- Assist in coordination of ancillary Festival events including, but not limited to, Launch Party, Opening Night Party, Guest Artist Mixer, Closing Reception, and any other Receptions or Panel Events associated with Festival Screenings.
- Maintain Festival meta-data and organized tracking of all Festival documents; track and account for all receipts and related documentation.
- Submit a comprehensive wrap-up report following the Festival and return any property of Houston Cinema Arts Society including tools, materials, receipts, vendor invoices, and electronic and hard copy files developed in conjunction with the assignment.
- Perform other tasks related to special events coordination as needed.

Experience and Qualifications:

- Strong interpersonal and written communication skills.
- Experience in event planning and management for the visual and/or performing arts.
- Working knowledge of current, commonly used business related software, databases, and applications, including Google Drive, Microsoft Suite, Adobe Suite, Dropbox, among others.
- Experience in the ticketing system Eventive preferred.
- A working knowledge of the fields of film, new media, and/or contemporary art.
- Ability to work with limited resources to execute a high quality product while working in a small, collaborative team environment.
- Ability to manage concurrent activities at multiple venues.
- Ability to manage in person programming as well as virtual, live-streamed programming.
- Excellent organizational skills and ability to develop detailed systems and procedures.
- Experience working at non-profit organizations or film festivals preferred.

Considerations regarding COVID-19:

Houston Cinema Arts Society is strongly committed to the health and safety of our patrons, volunteers, and staff. As such, we will be requiring all Festival Staff to follow our COVID-19 Safety Manual and adhere to the safety protocols outlined by our partner venues. Any Festival Staff may be asked for their Vaccination Status at any time, and unvaccinated staff members will be required to submit to screening questionnaires, temperature checks, and regular testing for COVID-19.

HCAS Commitment to Diversity and Inclusion:

Houston Cinema Arts Society is an Equal Opportunity Employer. We are committed to bridging cultural gaps and creating an environment of inclusion and equity for all. As such, HCAS does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital or familial status, sexual orientation, gender identity, veteran status or any other basis prohibited by local, state, or federal law. We encourage people of all backgrounds to apply, including people of color, women, LGBTQ+ individuals, and people with disabilities, veterans, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community. Successful candidates will commit to an equitable and inclusive workplace, including but not limited to: racial equity, accessibility for individuals with disabilities, use of gender inclusive language, and cultural sensitivity.

How to Apply:

Please send your resume and cover letter to jobs@cinemahtx.org with the subject line “Festival Coordinator Application” + your first and last name.