

Position: Guest Artist Coordinator

Reports To: General Manager

Works With: Festival Coordinator, Executive Director, Festival Programmer, Marketing & Outreach Coordinator, Box Office Manager, House Managers

Supervises: n/a

Hours: Contract, Seasonal, Part-Time

Pay: \$6,000 stipend for 10 weeks

Houston Cinema Arts Society (HCAS) is seeking a Guest Artist Coordinator for our 14th annual Houston Cinema Arts Festival. The Guest Artist Coordinator will plan for, schedule, and coordinate all travel arrangements and Guest Artist needs for the duration of the Festival. This is an independent contractor position starting on September 19, 2022 and ending November 25, 2022. This position will be flexible and include many opportunities to work from home in October. During the Festival (November 10-17, 2022), the person in this 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 Palcy, 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

Job Responsibilities:

- Manage and coordinate all travel arrangements for Guest Artists.
- Work with the Festival Programmer and General Manager to ensure that all Guest Artist needs are understood and met in a timely manner.
- Work with the General Manager to maintain local Hotel partnerships and book Hotels for Guest Artists.
- Coordinate with Marketing and Guest Artists to ensure that all interviews and press events are properly arranged and understood by all parties.
- Ensure that Guest Artists feel comfortable and welcome during every part of the process, including any Houston-based recommendations and accommodations that need to be made during their stay.
- Act as liaison between the Guest Artists and HCAS staff during the Festival.
- Prepare and distribute travel and in-town itineraries, information packets, and welcome bags to all Guest Artists.
- Create and maintain other documentation and files related to the guest artist arrangements including tracking expenses and receipts.
- Work collaboratively with other Festival Contractors and the General Manager, attending meetings and performing related duties as assigned to ensure the smooth operation of the Festival.
- Attend all weekly meetings prior to the Festival and be available to assist in facilitation of Festival events, artist needs, and panel discussions as needed.
- After the Festival, submit a Wrap Report to the General Manager, to include volunteer hours and contact information, feedback on Festival activities and operations, expense reports and receipts, and any HCAS equipment used in fulfilling Coordinator responsibilities.

Experience and Qualifications:

- Strong interpersonal skills and a passion for customer and client care.
- Customer relations and/or logistics experience required, preferably in live events and festival settings.
- Proficient in Office Suite for presentation, spreadsheet, and scheduling duties.
- Detail-oriented and able to multitask in a fast paced environment.
- Must provide your own computer and telephone.
- Access to a vehicle 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 “Guest Artist Coordinator Application” + your first and last name.