

2015 CARNEGIE MELLON INTERNATIONAL FILM FESTIVAL

The 2015 Carnegie Mellon "Faces of Work" International Film Festival Logistics Coordinator (Fall 2014 - Spring 2015)

ABOUT

The "Faces" Festival, a program of the Humanities Center at Carnegie Mellon University, is an annual celebration of international film and its potential to shine a light on the human faces involved in shaping our contemporary social landscape. Audiences are encouraged to explore the numerous complex themes of these films beyond the screenings themselves by participating in audience Q&A sessions with directors, artists, academics, and professionals; by engaging with interactive performances by student artists; and by sampling exotic foods and international cuisine from local eateries.

The "Faces" Festival offers six-month immersive internships for students and young professionals to gain valuable experience in a vast array of film, arts, and programming fields. Interns are strongly encouraged to serve on multiple committees simultaneously. To view full descriptions of all committees and duties, please see <http://www.cmu.edu/faces/internships.html>.

DESCRIPTION

The Administration/ Logistics Coordinators will work with the Festival Director and other committees to determine the best administrative structure for the festival events. Coordinators will help team members plan and organize all Festival events, including screenings, receptions, Q&A sessions with filmmakers, and panel discussions. The Logistics Coordinators will work closely with the Festival Director to arrange lodging and transportation for all visiting filmmakers, film industry personnel, and guest speakers. These team members are responsible for the coordination of internal deadlines, equipment, and services for the festival events. During the Festival, the Logistics Coordinators will be responsible for the success and efficiency of event goals before, during, and after each event.

Responsibilities of the Logistics Coordinator include but are not limited to:

- Coordinate and manage all Festival events, schedules, reservations, and details.
- Book travel and lodging accommodations for visiting filmmakers and guests.
- Manage and clearly communicate travel/accommodation, itinerary, and festival-related information to all guests.
- Coordinate volunteers to transport guests while in Pittsburgh.
- Work with Festival Director to manage all venue reservations, contracts, event details, and event setup at participating venues.
- Testing all equipment used in festival events at tech rehearsals (microphones, DVDs, multi-media, etc.)
- Ordering for and organizing event receptions
- Manage Logistics volunteers during the Festival.
- Continually update the Festival database regarding logistics.
- Receiving, distribution, tracking, and collection of all equipment for the Festival.

- Write a report and create an online manual documenting all procedures regarding logistics.

SKILLS AND QUALIFICATIONS

- Experience and excellent performance in marketing strategy
- Excellent time management skills
- Detail-oriented
- Ability to succeed in fast-paced and high-energy situations
- Detailed record-keeping strategies
- Knowledge of multimedia forms
- A strong organizational skill set
- A firm knowledge of the city of Pittsburgh
- The ability to create and follow strict deadlines