



Minneapolis St Paul International Film Festival 38

SEASONAL STAFF

MINNEAPOLIS ST. PAUL INTERNATIONAL FILM FESTIVAL

COMMUNITY ENGAGEMENT COORDINATOR

The Film Society of Minneapolis St. Paul seeks a well-organized individual to work as Community Engagement Coordinator for the 38th Minneapolis St. Paul International Film Festival, April 4-20, 2019. This position assists the Publicity & Outreach Director with outreach, advocacy and community collaborations for festival films, screenings and events, and other duties related to publicity.

This is a seasonal position that begins mid-January and ends May 2018. The Community Engagement Coordinator is expected to have broad flexibility during the festival and must be able to work mornings, evenings and weekends.

Duties and Responsibilities include:

- Inform organizations of films and events that would be of interest to their constituency through targeted community outreach efforts.
- Coordinate community and group screenings with local organizations and colleges during the Festival.
- Create film and target audience lists for use by teams throughout the organization.
- Coordinate, with volunteers, the distribution of flyers and other materials to locations around the Twin Cities.
- Ensure that promotional materials are readily available at all venues during the festival.
- Develop and implement engagement strategies targeting niche markets and communities represented within the film lineup.
- Work with the Volunteer Manager to supervise a team of volunteers dedicated to community engagement.
- Complete post-festival follow-up as outlined in this position's wrap report guide.

Qualifications

- Enthusiasm, dedication, and high customer service skills.
- Must be detail oriented.
- Proficiency in Spanish language would be helpful.
- Professional communication skills are absolutely required.
- High organizational skills, attention to detail, and ability to meet deadlines.
- Experience working in non-profits, ideally within the marketing or outreach departments.
- Experience with Google Apps, Microsoft Office, Airtable and Mac software preferred.
- Knowledge of the Twin Cities community.
- Valid Driver's License, vehicle, and car insurance.

Salary & Benefits

This is a contract position paid a flat rate DOE. The Community Engagement Coordinator will receive a Staff Pass that provides entry to films in the festival.