



# Minneapolis St Paul International Film Festival 38

SEASONAL STAFF

MINNEAPOLIS ST. PAUL INTERNATIONAL FILM FESTIVAL

## **VENUE MANAGER**

The Film Society of Minneapolis St. Paul seeks well organized individuals to work as Venue Managers for the 38th Annual Minneapolis St. Paul International Film Festival, April 4-20, 2019. Venue Managers work with the Operations and Technical Managers to ensure the proper operations at festival venues.

This is a seasonal position that begins the week of April 4th and ends April 20, 2018, with at least one mandatory pre-festival training session before April 4, 2019. Venue Managers are expected to have broad flexibility during the festival and must be able to commit to mornings, evenings and weekend hours.

### **Duties and Responsibilities**

- Oversee the successful operation of all front-of-house activities at your assigned venue including audience seating and line management, film introductions and show starts, film endings and Q&As, and preparations for the next set of shows.
- Manage volunteer staff who are assigned to your venue.
- Liaise with projection staff to ensure top tier film exhibition.
- Introduce films and conduct Q&As with filmmakers when required.
- Facilitate equipment and venue setup and teardown as assigned.
- Maintain clear communication and decision-making channels for your assigned venue.

### **Qualifications**

- Previous experience in film festival, theatre, or cinema operations, or other relevant event management experience.
- Professional communication skills, strong organizational skills and attention to detail
- Can lead a group of individuals and work well in a team.
- Ability to function in high-pressure situations while maintaining a calm, professional manner.

### **Salary & Benefits**

This is a contract position, paid bi-weekly over the term of employment. If the contract is not completed, pay will be prorated. The Venue Manager will receive a Staff Pass that provides entry to films in the festival.