



# Minneapolis St Paul International Film Festival

## SEASONAL STAFF

MINNEAPOLIS ST. PAUL INTERNATIONAL FILM FESTIVAL

### **PRINT TRAFFIC & EXHIBITION MEDIA COORDINATOR**

The Film Society of Minneapolis St. Paul seeks a Print Traffic & Exhibition Media Coordinator to oversee film content shipping and organization for the 39th Minneapolis St. Paul International Film Festival, April 9–25, 2020. The Print Traffic & Exhibition Media Coordinator oversees the logistics, communication, and other aspects that ensure timely management of all film exhibition content. The Print Traffic & Exhibition Media Coordinator reports to the Technical Manager, Festival Manager and Programming Director.

This is a seasonal position that begins March 2020 and ends May 2020. The Print Traffic & Exhibition Media Coordinator is expected to have broad flexibility leading up to and during the festival and must be able to work mornings, evenings and weekends.

#### **Duties and Responsibilities**

- Work closely with the Programmers, Programming Coordinator, Technical Manager, and outside vendors to arrange inbound/outbound shipping of exhibition content for all festival titles.
- Communicate directly with Filmmakers/Distributors/Sales Agents to coordinate exhibition content delivery and KDM key generation to the Festival with adequate time for quality control testing.
- Work with Programming Manager and festival sponsor Simple DCP to facilitate content delivery to/from festival (primarily shorts).
- Utilize and develop databases to track all aspects of print traffic logistics using Airtable.
- Manage inventory of shipping materials prior to the festival, and place orders as needed.
- Manage incoming exhibition content to allow for easy internal tracking and safe-keeping during the Festival.
- Work with Volunteer Manager to source Print Traffic Runners for between venue transport.
- Contact appropriate parties and participate in troubleshooting if any exhibition content fails.
- Ensure exhibition content arrives safely at its outbound destination by given deadlines.
- Complete post-festival follow-up as outlined in this position's wrap report guide.

#### **Qualifications**

- A strong work ethic with an attention to detail
- A knowledge with contemporary digital media formats
- Strong communication and interpersonal skills
- Working knowledge of FedEx, UPS, post mail (preferred, not required)
- Previous experience with festival print traffic, DCP cinema exhibition, DCP creation, media production, hard drive and media management

#### **Salary & Benefits**

This is a contract position paid bi-weekly. If the contract is not completed, pay will be prorated. The Print Traffic & Exhibition Media Coordinator will also receive a Staff Pass that provides entry to films in the festival.