



FESTIVAL MANAGER

Minneapolis St. Paul International Film Festival (MSPIFF)

May 5 - 19, 2022

Founded in 1962, and celebrating our 60th anniversary in 2022, MSP Film Society is Minnesota's foremost film exhibition organization, and a 501(c)(3) non-profit.

The MSP International Film Festival or MSPIFF, entering its 41st year in 2022, is our centerpiece event. MSPIFF offers its audiences of 50,000 unique opportunities to experience the wealth of international cinema, to engage with and learn from visiting international filmmakers, and to come together and share these experiences as a community. In addition, MSPIFF offers film artists from around the world a rich opportunity to network with and learn from one another.

Location: Minneapolis, MN

Salary: \$15,000; Housing stipend available

Contract Duration: 5 months, January 2022 - May 2022

This position may require some extended hours through April, and does require extended hours through festival dates.

Reports to: MSP Film Society Executive Director

FESTIVAL MANAGEMENT DUTIES AND RESPONSIBILITIES: Execute a timeline and work plan for the management of MSPIFF that meets budget and deadline obligations, while ensuring smooth operations, and successful screening experiences. Recruit, hire, supervise seasonal festival staff, and recruit, supervise interns/volunteers to support many of the tasks outlined in the job description below. Represent MSPIFF publicly with festival audiences, funders, partners, members, donors, board members, etc.

PRIMARY RESPONSIBILITIES

Project Management

- **Timeline:** Manage the full life cycle of MSPIFF 41, from planning to execution of all in person and virtual festival events. Facilitate interdepartmental communications and ensure all deadlines are met. Create agendas and lead regular planning meetings.
- **Budgeting:** Work closely with the Executive Director to develop and manage Festival income and expense budgets.
- **Post Event Feedback:**
 - **Wrap Report:** Complete a post-festival report and collect staff reports.
 - **Post-Festival Survey:** Write post-festival audience survey and outline process for collecting and analysing responses.

Operations Management

- **Hiring:** Project staffing needs and coordinate hiring, train and supervise, and manage payroll for seasonal festival staff and interns.
 - Hires include: Volunteer Manager, Operations Manager, Events Producer, Technical Director, Lead Projectionist, Guest Services Manager, Design Interns, Video Interns,

Venue Managers

- **Venues:** Arrange contracts for theater and event venues. Ensure staffing and equipment needs for successful screenings and events at all venues. Plan audience experience, crowd control, wayfinding, ADA accessibility, and safety protocols.
- **Virtual Platform:** Ensure virtual streaming platform is ready for successful festival patron experiences; facilitate the resolution of glitches or customer service issues.
- **Supplier and Vendor Relations:** Manage contracts, orders, invoices, and delivery with festival vendors for screenings and special events.
- **Events:** Oversee staffing and logistics for all parties, panels, and other events, both in person and virtual.
- **Audience Choice Awards:** Manage process for creating ballots, counting, and reporting audience award results.

Marketing

- **Marketing Campaign:** Plan and execute marketing and advertising campaign for the festival across print, digital, outdoor and broadcast media in collaboration with ED, PR, Marketing and Community Engagement staff. Incentivize, track and maintain merchandise program.
- **Materials:** Source vendors and obtain quotes for printed materials and manage the process for final delivery. Deliverables include: Festival guide, posters, postcards, signage, and any other printed materials.
- **Design and Branding:** Manage the process for creating and approving annual design concept and festival trailer, distribute final assets to staff.
- **Ticketing:** Work closely with Membership and Ticketing Manager and Executive Director to oversee setting of ticket prices, ticketing policies, fulfillment policies. Set Pass and ticket package benefits. Train staff on troubleshooting ticketing issues.
- **Sponsorships:** Assist with sponsor research; cultivate and manage sponsor relations in collaboration with ED and Development staff; design and activate renewing and new sponsor properties. Secure/manage budget relieving in-kind sponsors, media trade relationships and partner level sponsors; track all sponsorship activities.
- **Benefit fulfillment:** Manage benefit fulfillment for all sponsors, donors, members, and volunteers to ensure proper activation of all agreements—including branding, advertising, ticketing, experiential and other benefits.

QUALIFICATIONS

- Experience in project management and event operations required, BA/BS degree preferred.
- Event coordination experience, including donor and sponsor relations, required.
- Professional demeanor. Excellent customer service and communication skills.
- Strong leadership skills with the ability to supervise, delegate, accomplish goals, and foster positive, productive teamwork among staff and volunteers.
- Excellent project coordination, time management, and organizational skills with the ability to juggle and prioritize multiple projects.
- Attention to detail and concern for accuracy. Must be a self-starter, proactive and driven, with the ability to work without direct supervision and to consistently meet deadlines.
- Ability to troubleshoot, to achieve conflict resolution, and to work calmly under pressure. A creative thinker who is resourceful in solving problems.

- Knowledge of the film and festival industry, and technical knowledge of film exhibition and digital video projection is preferred.
- Working knowledge of event ticketing systems, database, volunteer management, and project management software, Dropbox, Google Drive, Microsoft Office Suite, Zoom.
- Knowledge of the following products used by MSPIFF is preferred: Adobe Creative Cloud, Agile Ticketing Solutions, Airtable, Asana, Constant Contact, DonorPerfect, Insightly.
- Must be flexible and willing to work long hours, evenings and weekends when necessary.
- Ability to lift 40 lbs. and to sit at a desk or stand for long periods of time.

COVID-19 considerations:

- Fully vaccinated for COVID-19
- For our immediate needs, this role will be in person. Occasional remote work based on conditions.

TO APPLY FOR A POSITION

Please send a resume and a cover letter detailing your interest in working for MSP Film Society, which position you are seeking, and any pertinent experience and qualifications to employment@mspfilm.org. Include your name and the position you are seeking in the subject line. Please submit all documents as PDFs.