



**aluCine**  
Latin Film + Media Arts Festival

**Job Title: - Festival Assistant 2016**

Full time / 10-week contract (Last week of March to 1<sup>st</sup> week of June 2016)  
Salary to be determined depending on experience.

This is an exciting position with full responsibility for the operations of the organization and serving a variety of administrative functions including financial management, fundraising support, administration and public/community relations.

**Responsibilities:**

The Festival Assistant is responsible for the daily operations at Southern Currents. The Festival Assistant is a key player in providing support with several areas of the operation, including but not limited to events management and planning, volunteer coordination, logistics, administrative, fundraising and clerical tasks.

The Festival Assistant will work closely with the Festival Coordinator to develop and execute our year around programs including the 2016 festival. You will have the opportunity to engage with the organization at all levels and gain knowledge on how a film festival works. The months leading up to the festival will be fast paced and priorities are always shifting.

**Assisting with all aspects of aluCine Festival including:**

- Providing information to the general community and responding to requests and inquiries;
- Support festival's marketing strategy (in consultation with Communications/PR Coordinator), with measurable objectives and outcomes, and a detailed budget and timeline;
- Distributing events information;
- Managing publicity and promotional materials production, including ad copy and deadlines, e-mail announcements, guest information packages, etc.;
- All aspects of aluCine Festival office operations and maintenance including databases, archives and files, office supplies orders, and delivery of services such as telephone, internet, computer networks, etc.;
- Coordinating aluCine Festival catalogue, poster and print materials production, including design consultation, copy editing and compiling of relevant materials;
- Coordinating web site updates, including design consultation, and providing updates in content;
- Coordination of volunteers for the Festival.



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**Working in conjunction with the Executive Director to:**

- Coordinate event logistics prior to and during the aluCine Festival.
- Work within an established organization's budget and timeline;
- Coordinate workshops and special events;
- Support (other staff) presentation strategies for promotional materials, including the aluCine Festival catalogue, posters, program, etc.
- Provide core administrative support and back office coordination.

**Desired Qualifications**

- Strong knowledge of the not-for-profit arts sector. (Minimum two years).
- Experience at films festivals or arts organizations (Minimum two years).
- Knowledge and/or experience on volunteer coordination, guest's relations and event management.
- Able to work on multiple task within a fast pace environment.
- Outstanding organizational skills and logistics experience.
- Ability to communicate clearly in English, both written and orally.
- Spanish is an asset.
- Willingness to learn and take on new challenges.
- Have a flexible schedule for special events in the evenings and weekends
- Detail oriented; well organized, with an ability to multitask and meet deadlines
- Ability to work in a co-operative environment committed to equity and non-discrimination.
- Strong knowledge of arts, culture and film.
- Be energetic, outgoing and enjoy working with a diverse group of people.
- Knowledge of Word, PowerPoint, Excel, Mail, Mail Chimp, Word Press.
- Knowledge of Mac platforms is an asset.

**How to Apply:**

Cover letter and resume must be received by March 16th, 2016 at 5 pm

**Please mention Festival Assistant Position in the subject line.**

Send applications to: Hiring Committee / aluCine Latin Film+Media Arts Festival  
[sinara@alucinefestival.com](mailto:sinara@alucinefestival.com).

For more information about aluCine Latin Film+Media Arts Festival, please visit our website,  
[www.alucinefestival.com](http://www.alucinefestival.com).

We thank all applicants for their interest. All applications will be reviewed by festival staff and the Board of Directors. Only applicants selected for interviews will be contacted. Please no telephone inquiries.