UNIVERSITY OF SOUTHERN CALIFORNIA
Film Festival Coordinator
Job Code: 129255

Grade: I
OT Eligible: Yes

JOB SUMMARY:
Plans, directs and attends First Look film festival. Counsels and guides student and alumni filmmakers in the film festival path. Investigates and evaluates new technologies as an avenue for student films. Coordinates shipping both submissions and prints for national and international festivals and events. Oversees day-to-day office supplies and equipment.

JOB ACCOUNTABILITIES:

<table>
<thead>
<tr>
<th>E/M/NA</th>
<th>% TIME</th>
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</thead>
<tbody>
<tr>
<td>Plans, directs and attends First Look film festival. Monitors equipment, goods and services to ensure all details are handled in a timely manner. Evaluates vendors to obtain best services and supplies for festivals and office. Reviews quotes from outside vendors and makes recommendations based on those quotes. Oversees ad sales ads and billing. Coordinates services with other offices and staff on campus.</td>
<td>100%</td>
</tr>
<tr>
<td>Produces and distributes First Look DVD, program, invitation, rules and regulations. Proofreads, edits and supervises printing and written material including the artwork for the ad sales ads. Solicits donations of DVD services and projection equipment for First Look. Serves as a resource for First Look and other film festival information. Answers questions from staff, students and outside professionals regarding film festivals.</td>
<td>100%</td>
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<tr>
<td>Evaluates quality and look of First Look DVD, program and invitation. Determines way to improve products and materials.</td>
<td>100%</td>
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<tr>
<td>Counsels, advises and notifies students and alumni of upcoming film festivals and strategies for entering them. Determines the best strategy for individual student and alumni film submissions to festivals.</td>
<td>100%</td>
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<tr>
<td>Investigates and evaluates new technologies as an avenue for student films as well as identifying new markets that are available to screen older films. Recommends and creates film programs to national and international festivals.</td>
<td>100%</td>
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<tr>
<td>Coordinates shipping both film submissions and prints for national and international festivals and events.</td>
<td>100%</td>
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<td>Gathers facts and figures used to develop a budget. Monitors, tracks and reconciles budget activity. Provides projections used to develop a budget.</td>
<td>100%</td>
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<td>Maintains electronic databases and other records for film festival submissions, entry fees, print tracking, and award winners.</td>
<td>100%</td>
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<tr>
<td>Maintains an active network of professional contacts within the film festival arena. Acts as liaison between the office and film festivals around the world and between the office and entertainment industry vendors.</td>
<td>100%</td>
</tr>
<tr>
<td>Oversees day-to-day office supplies and equipment. Resolves issues regarding maintenance and/or replacement of office and other equipment. Attends monthly meetings to inform school of office updates.</td>
<td>100%</td>
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</tbody>
</table>
Attends film festivals, events and award ceremonies to help promote and identify funding for USC students and alumni and First Look film festival.

Reviews film festival contracts, music license agreements and student film distribution and license agreements, as required.

Works with or gives guidance and direction to student workers and/or volunteers. Schedules and prioritizes work assignments. Trains student workers and volunteers, as appropriate.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

Essential:  

Yes In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**

Associate's Degree

Combined experience/education as substitute for minimum education

**Minimum Experience:**

1 Year

**Minimum Field of Expertise:**

Experience with special events planning and/or volunteer relations management. Experience with student films, film productions and film festivals. Technical knowledge of film and video, i.e., formats, aspect ratios and sound requirements. Demonstrated proficiency in oral communications.

**Preferred Experience:**

2 Years

**Skills: Administrative:**

Balance figures
Communicate with others to gather information
Compose letters
Compute totals
Coordinate events
Coordinate work of others
Edit routine documents
Gather data
Input data
Prioritize different projects
Understand and apply policies and procedures
Use database and/or word processing software
Verify calculations

Skills: Other:

Analysis
Assessment/evaluation
Budget control
Counseling
Knowledge of applicable laws/policies/principles/etc.
Marketing
Networking
Organization
Planning
Teaching/Training

Skills: Machine:

Calculator
Computer Network (Department or School)
Computer Network (University)
Computer Peripheral Equipment
Fax
Personal Computer
Photocopier

Supervises: Level:

May oversee student, temporary and/or casual workers.
Supervises volunteers

SIGNATURES:

Employee: ____________________________ Date: ____________________________

Supervisor: __________________________ Date: ____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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