



VIP Concierge

The Greenwich International Film Festival is seeking a customer service-driven VIP Concierge to create and fulfill the VIP experience for passholders and supporters leading up to and during the Festival. This position reports to the Festival Producer and Executive Director and is responsible for developing and facilitating festival benefits and activities for VIP clients. This is a paid, seasonal position April-June, 2019.

DUTIES AND RESPONSIBILITIES:

- Prepare and conduct all communication with Festival passholders and VIP clients for the Festival (welcome and thank you letters);
- Schedule calls & individual meetings with passholders;
- Create schedules for VIP's to maximize their Festival experience;
- Facilitate hotel reservations as needed;
- Secure VIP parking and create passes;
- Arrange transportation as required;
- Responsible for VIP seating reservations and seating chart for all relevant festival events;
- Secure / solicit items for VIP gift bags;
- Prepare & distribute lanyards, gift bags, etc.;
- Assist in training VIP volunteers;
- Arrange special VIP activities with passholders, using Festival assets such as Meet & Greet, yacht rides, special wines at venues, special check in line, etc.;
- Prepare a wrap-up report post-festival.

QUALIFICATIONS:

Ability to work independently, efficiently and under deadline pressure;

Excellent oral and written communications skills;

Strong organization and customer service skills;

Complete post-Festival activities: evaluation, manual, and donor appreciation letter.

TO APPLY: Please send a resume and cover letter to Nadia Cossuto at

nadia@greenwichfilm.org.

BACKGROUND INFORMATION:

Greenwich International Film Festival (GIFF) is a 501©3 non-profit organization that hosts a world-class film festival each June, as well as events throughout the year. The festival's goal is to bridge the worlds of film, finance and philanthropy. As part of its mission, GIFF harnesses the power of film to serve the greater good by highlighting social impact issues and supporting important charitable causes through a portion of festival proceeds. Learn more at www.greenwichfilm.org.