



## Screen Manager

Greenwich International Film Festival (GIFF) is seeking Screen Managers to help support the theater team and audience for the 2019 Festival. This position reports to the Event Producer and Venue Manager.

The Screen Manager will help to ensure films run smoothly, by organizing and managing guest flow at venues, as well as making in-theater announcements.

Responsibilities include the following:

- Make in-theater announcements
- Greet and help direct patrons attending the festival and are available to answer questions;
- Work with Box Office Manager to understand expected head count for screenings;
- Work with the Box Office staff to make sure any ticketing issues are resolved as quickly as possible;
- Working with volunteers during check-in to make sure attendees are greeted and processed in a timely fashion;
- Communicate with AV personnel;
- Responsible for making sure appropriate sponsor and informational signage is displayed for each screening;
- Responsible for making sure the theaters are clean in between screenings (working with theater staff);
- Prepare a final report on the festival events and attend a wrap-up meeting;
- Work the festival from May 30<sup>th</sup> – June 2<sup>nd</sup> 2019.

Please send a resume to Ginger Stickel, Executive Director, Greenwich International Film Festival at [ginger@greenwichfilm.org](mailto:ginger@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](http://www.greenwichfilm.org).