



## Venue Manager

Greenwich International Film Festival (GIFF) is seeking a Venue Manager for the 2019 Festival. This position reports to the Executive Director and Event Producer.

The Venue Manager will be the primary point person for all film screenings and events at theater venues. We will hire one Venue Manager to be in charge of each theater.

Responsibilities include the following:

- Manage the theater for the entire 5-day Festival;
- Assist visiting filmmakers and special guests as needed;
- Work with the Volunteer Coordinator, recruit and train venue volunteers to provide a seamless experience for film festival audiences;
- Implement Festival procedures to oversee all front-of-house operations;
- Supervise all venue volunteers, which will include check-in, line control, and projectionists;
- Understand safety and emergency procedures and location of first aid, circuit breakers, and supplies;
- Help train Screen Managers;
- Review and know the venue schedule;
- Ensure screenings start on time;
- Ensure technical difficulties are addressed;
- Provide stellar customer service;
- Problem-solve as issues arise.
- Prepare a final report on the festival events and attend a wrap-up meeting;
- Work the 5-day festival weekend.

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).