



Print Traffic Coordinator

The Greenwich International Film Festival is seeking a Print Traffic Coordinator to join our growing non-profit organization. This position functions to help support the Festival's goals and objectives in a fast paced, hands on, environment. This is a paid position for the period of April 13th through June 15th, 2015.

The Print Traffic Coordinator, under the supervision of the Director of Programming and Associate Programmer, will manage print traffic for the inaugural Greenwich International Film Festival, which will take place June 4 to 7, 2015. The Coordinator will develop relationships with external print traffic coordinators, secure on-time receipt of Festival films and videos, and arrange for timely shipping of prints and videos.

DUTIES AND RESPONSIBILITIES:

- Maintain print tracking database
- Track shipping and receiving of all films and videos, including origin, carrier, tracking number, theater assignment and post-festival destination
- Liaise with projectionists and Festival Projection Coordinator at each Festival venue
- Continual reporting of print status and usage during film festival
- Cue videotapes and check prints
- Timely delivery to and pick up from Festival venues
- Maintain shipping costs within Festival budget
- Work with shipping companies to import and export films
- Assist with house and projection operations during festival

QUALIFICATIONS:

- Able to work independently, efficiently and under deadline pressure
- Excellent oral and written communications skills. Detail-oriented, organized, motivated
- Possess a valid driver's license and automobile insurance
- Experience as a Print Traffic Coordinator, a plus
- Familiar with film and video formats and film production required
- Complete post-Festival activities: evaluation, manual, and donor appreciation letters

TO APPLY: Please send a resume and cover letter to Ginger Stickel, Chief Operating Officer at ginger@greenwichfilm.org.

BACKGROUND INFORMATION:

The Greenwich International Film Festival (GIFF) is a non-profit organization that will celebrate the art of film in Greenwich, CT, June 4th through 7th, 2015. The Festival's mission is to provide filmmakers with an effective platform to showcase their work with the goal of finding financing and distribution. Additionally, GIFF will harness the power of film to serve the greater good by supporting an important cause, UNICEF.

Please contact Ginger Stickel at ginger@greenwichfilm.org or 203-717-1800 for more details.