

GREENWICH INTERNATIONAL FILM FESTIVAL

2023 VIP CONCIERGE

Greenwich International Film Festival is seeking a customer service-driven VIP Concierge to create and fulfill the VIP experience for GIFF Members & VIP Attendees leading up to and during the Changemaker Gala which will be held on November 9th, 2023. This position reports to the Festival Producer, Office Manager and Executive Director and is responsible for developing and facilitating benefits and activities for VIP clients. This is a paid, seasonal position from September 18, 2023.

RESPONSIBILITIES include,, but are not limited to: Prepare and conduct all communication with GIFF VIP Attendees; schedule calls & individual meetings with GIFF VIP Attendees; Secure VIP parking and create passes; Responsible for VIP seating reservations and seating chart; Secure / solicit items for VIP gift bags; Prepare & distribute gift bags, etc.; Assist in training VIP volunteers; Arrange special VIP activities with VIP Attendees; Prepare a wrap-up report post-gala.

QUALIFICATIONS: Flexible with ability to work independently, efficiently and under deadline pressure; Excellent oral and written communications skills; Strong organization and customer service skills; Complete post-gala activities: evaluation, manual, and donor appreciation letter.

TO APPLY: Please send a resume and cover letter to alicia@greenwichfilm.org

BACKGROUND INFORMATION:

As background, GIFF is an all-female founded 501(c)(3) non-profit organization that bridges the worlds of entertainment and philanthropy through year-round programming and special events. GIFF prides itself on our female driven and philanthropic programming. Over half of our screened films are written and/or directed by women, and we work to provide powerful charitable impact within the Connecticut area and around the world. To date, GIFF has raised over \$1,000,000 for charity partners, awarded \$170,000 to filmmakers, and offered a variety of free educational programs for the community, raising awareness of important issues facing the world today. Learn more at www.greenwichfilm.org