

MARKETING COORDINATOR
2015 Los Angeles Film Festival
Reports to: DIRECTOR OF MARKETING, Film Independent
Hire Term: April 6, 2015 – July 3, 2015 (12 weeks)

The Los Angeles Film Festival is seeking a highly organized **Marketing Coordinator** to work with the Festival's Director of Marketing, Marketing Assistant and other members of the Marketing team. This position is hands on and applicants must be extremely organized, detail-oriented and comfortable in a fast-paced environment. Strong administrative and follow-up skills are necessary, as well as the ability to stay calm under pressure. Applicants must have strong written/verbal communication skills, ability to copy edit, think creatively, manage multiple tasks and think on his/her feet. Must be available to work occasional evenings and weekends when necessary.

DUTIES

- Submit creative briefs to Graphic Designer
- Route all Festival marketing assets for internal approvals
- Liaise with Festival partners and deliver Festival marketing assets by required deadlines
- Provide weekly status updates on outgoing promotions
- Work with internal departments to manage contract fulfillment
- Work with partner organizations and community partners on unique promotions in the weeks leading up to the Festival (ticket giveaways, etc.)
- Brainstorm and execute niche marketing outreach to promote individual films resulting in increased ticket sales
- Manage any last minute ticketing requests for Marketing Partners and Presenting Organizations as needed leading up and during the Festival
- Manage team of volunteers onsite (if needed)
- Work with Marketing Assistant to compile detailed account of media impressions for Festival Wrap Report
- Other marketing duties as assigned

QUALIFICATIONS/REQUIREMENTS

- 1-2 years of Marketing experience
- Ability to understand and communicate print and digital specs for marketing assets
- Hard-working, team player who takes initiative
- Ability to work with minimal supervision
- Strong organizational skills is a must
- Effective communication skills – both written and verbal
- Must be proficient in Microsoft Office, especially Excel
- Ability to juggle multiple deadlines and priorities with limited resources is a must
- Interest in film is a plus

To apply for this position, please send a brief cover letter and your resume to Maggie Moe, Director of Marketing at mmoe@filmIndependent.org. No phone calls please.