

LA FiLM FESTiVAL

Seasonal Programmer – LA FILM FESTIVAL

Report to: Festival Director, LA Film Festival

Term: Seasonal, Exempt from early April, 2018 to early October, 2018

Job Description as of March 2018

JOB DESCRIPTION:

The LA Film Festival is seeking a Seasonal Programmer for the 2018 Festival, which will take place September 20-28. Must have a love of film and the ability to watch and critically assess a large quantity of films. Previous programming experience required.

Responsibilities:

- Provide support to the Festival Director
- Secure and prioritize films for the LA Film Festival
- Help positively promote LA Film Festival's submission deadlines to the film community and around the world
- Track new films to consider for the Festival
- Generate correspondence for requests to view film links, etc.
- Help produce the Festival Program and other print and online collateral; write and edit program notes and other text, etc.
- Assist in proofreading press releases and addendums
- Articulate the mission and guiding principles of LA Film Festival to the film community at large
- Occasionally provide content for LA Film Festival's social media and website
- When assigned, prepare engaging film introductions and Q&As for selected films at the Festival
- Help with administrative tasks related to the Festival
- Report weekly (or more frequently as needed) to Festival Director about progress between programming meetings
- Act as point person for specific films in consideration and those eventually programmed
- Identify potential Special Premiere title(s)
- Other duties as assigned

Competencies:

- Great interpersonal skills
- Ability to work as part of a team and under pressure
- Ability to work with many different personalities at various levels
- Knowledge of Microsoft Office, FileMaker, Starbase and Withoutabox
- Exceptional organizational/administrative skills
- Knowledge of film festivals and independent film

Job Requirements:

- Minimum two years programming experience with a film festival
- Strong time management, research, organizational and multi-tasking skills coupled with the ability to work independently and with minimal supervision
- Excellent oral and written communication skills
- Exceptional attention to detail, with the ability to handle numerous tasks with appropriate follow-up and reporting activities
- Ability to maintain complete confidentiality and discretion at all times
- Ability to anticipate and meet deadlines

To apply, please send your resume to: jobs@filmindependent.org.

Please note if you have a particular film discipline or area of specialty/experience: Television, Horror, International, Documentary, Shorts, etc.