

**FILM
INDEPENDENT**

**LA FILM
FESTIVAL**

TECHNICAL DIRECTOR

2018 LA Film Festival

Reports to: Director of Operations

Hire Term: July 16, 2018 – October 12, 2018 (13 weeks)

Job Description:

The LA Film Festival is seeking a Technical Director to oversee all technical aspects of the festival leading up to and during the annual LA Film Festival, Sept. 20-28, 2018. The Technical Director will work closely with the Festival Director, Director of Operations and Filmmaker Relations team to determine and implement venue and technical needs.

Duties:

- Familiarize with all festival venues, available equipment and venue management personnel to facilitate operation, maintenance and safeguarding the technical assets of the venues, including supervising the use of lighting, sound, projection and the use and maintenance of theater equipment
- Determine the necessary technical supports, such as lighting, sound, staging, and special needs, necessary for events and productions presented at the facility in advance of production dates
- Design, set up, maintain and operate lighting, sound and projection for film productions
- Assist in recruiting, training and assignment of paid technical staff for individual productions
- Supervise sound technicians and projectionists on the implementation of film productions
- Assist with the preparation and control of production budgets
- Familiarize special guests to production plans, facilitating the use of technical facilities
- Manage the distribution of content to venues via physical media and digital distribution resources
- Coordinate with programming to gather and organize content sources according to venue
- Collect and distribute finalized content to venues
- Ensure all digital media and hard copies are recorded in festival archives in advance of the festival
- Quality-check all files and physical media before distribution
- Create all on-screen digital cinema packages, including trailers, sponsor slides, bumpers and ads
- Oversee and implement awards ceremony

- Schedule and execute rehearsals, as needed, in advance of the show with or without guest speakers
- Assist with recruitment, training, communication and oversight of theater managers to ensure quality production during the festival
- Deliver technical report to Operations Director including successes and improvements following the festival

Qualifications/Requirements:

- Experience with managing cinema productions
- Experience managing multiple simultaneous cinema productions in a festival setting
- Experience with theater production and choreography
- Experience with video production software, including creating cinema packages
- Experience with overseeing and managing a team
- Love for film
- Strong time-management skills
- Exhibits a strong desire for accuracy and efficiency
- Understands and absorbs new information rapidly
- Ability to work well with other team members, all personalities at various levels

To apply, send your cover letter and resume to jobs@filmindependent.org with “Technical Director” in the subject. No calls or direct emails please.