

PRESS LINE COORDINATORS
2018 LA Film Festival
Reports to DIRECTOR OF PUBLICITY
Hire Term: September 21-27

The **Press Line Coordinators** work closely with the Festival's Publicity, Programming, Theater Management and Events teams to ensure the smooth running of press lines at the Festival in different venues. A large component of the position is to coordinate and execute logistics during the Festival working closely with external publicists.

DUTIES

- Be part of a small publicity team
- Manage a number of high talent press lines during the Festival
- Cover premieres, screenings and other special events every day during the Festival
- Work closely with publicists, talent, filmmakers and theatre managers
- Must attend a short training session before the Festival, date TBC
- Other duties, as assigned.

QUALIFICATIONS/REQUIREMENTS

- 2+ years experience in film publicity a must, experience running press lines
- Experience dealing with Publicists, Talent, Agents, Theatre Managers
- Hard-working team player with initiative and who can work with minimal supervision
- Needs to be calm under pressure, positive, problem-solving attitude
- Strong organizational skills
- Effective communication skills
- Experience with film festivals and/or other public events preferred
- Ability to juggle multiple deadlines and priorities with limited resources is a must
- Ability to work under stress with different personalities
- 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 "Press Line Coordinator" in the subject. No phone calls or direct emails please.