



# Minneapolis St Paul International Film Festival

## SEASONAL STAFF

### MINNEAPOLIS ST. PAUL INTERNATIONAL FILM FESTIVAL

#### **EVENTS MANAGER**

The Film Society of Minneapolis St. Paul seeks an Events Manager to plan, coordinate and oversee parties, panels and special events for the 41st Minneapolis St. Paul International Film Festival, May 5th-19th, 2022. The Events Manager works closely with and reports to the Executive Director and Festival Manager.

This is a seasonal position that begins early April 2022 and ends May 23, 2022. The Events Manager is expected to be available for planning pre-festival and must have broad flexibility during the festival and must be able to work mornings, evenings and weekends.

#### **Duties and Responsibilities**

- Plan, execute and be on-site for special events at the festival including red carpets, gala receptions, parties, networking events, tribute events, after parties, awards ceremony etc.
- Coordinate and negotiate with venues and vendors, with a focus on in-kind services, ensuring a high standard of event production.
- Leverage festival sponsors and programming to bring new life to annual festival events based on evaluation of past festival experiences.
- Work with the Guest Services Manager to coordinate receptions that will be held in the Filmmaker Lounge.
- Manage guest lists and ensure door control.
- Manage and procure event-related licenses.
- Book entertainment.
- Manage Event Interns and event production volunteers.
- Develop and maintain clear communication channels between Event and other staff.
- Plan and adhere to events budget.
- Complete post-festival follow-up as outlined in this position's wrap report guide.
- While on shift, N95 masks will be required when in a shared indoor space (MSP Film can provide)

#### **Qualifications**

- Minimum 2 years previous experience coordinating events
- A strong work ethic with an attention to detail
- A knowledge with contemporary digital media formats
- Strong communication and interpersonal skills
- Previous experience with cinema exhibition, media production or media management
- Fully vaccinated against COVID-19

**Salary & Benefits**

This is a contract position, paid monthly throughout the term of employment. Payment DOE. If the contract is not completed, pay will be prorated. The Events Manager will receive a Staff Pass that provides entry to films in the festival.