

EMPLOYMENT OPPORTUNITIES

POSITION: Festival Box Office Associate
TERM: April 9, 2012 - May 20, 2012
PAY: \$400/month (Part-time, full-time during Festival Week, exempt, temporary, no benefits)

JOB DESCRIPTION:

The Festival Box Office Associate will work with the Box Office Manager to coordinate Box Office operations for the 28th Los Angeles Asian Pacific Film Festival, May 10 through May 20, 2012. The Box Office Associate will be primarily responsible for fulfilling ticket requests both before and during the Festival.

If applicable, academic credit may be offered in addition to financial compensation.

DUTIES AND RESPONSIBILITIES:

- Receive and process ticket orders via internet, phone and fax for general public and Friends of Visual Communications members
- Work with the Box Office Manager to fulfill ticket requests from sponsors, artists, community co-presenters and special guests
- Assist Festival attendees in fulfilling ticket orders during Festival Week
- Train temporary volunteers on the Festival ticketing system

QUALIFICATIONS:

- Possess a valid California driver's license and automobile insurance
- Excellent written and verbal communication skills
- Attention to detail; strong organizational skills
- Ability to work independently and multi-task in a fast-paced environment
- Ability to provide courteous and efficient customer service
- Ability to work in and contribute to a happy box office environment
- Working knowledge in Macintosh-based programs: Microsoft Word and Excel, Filemaker Pro, and Internet proficiency
- Ability to work with (and learn from) diverse ethnic communities and individual personalities

TO APPLY:

Please send a resume and cover letter by **March 2, 2012** (RECEIPT Date) to:

Shinae Yoon, Executive Director, VISUAL COMMUNICATIONS

120 Judge John Aiso St., Basement Level, Los Angeles, CA 90012 or via email to **shinae@vconline.org**. No phone calls, please.

ABOUT VISUAL COMMUNICATIONS

Founded in 1970, Visual Communications is a full-service media arts center dedicated to the honest and accurate portrayals of Asian Pacific American peoples, communities and heritage through the media arts. Our mission is to promote intercultural understanding through the creation, presentation, preservation and support of media works by and about Asian Pacific Americans. Visual Communications is the presenter of The Los Angeles Asian Pacific Film Festival, Southern California's premier showcase for Asian Pacific American and Asian international cinema. Visual Communications is an equal opportunity employer.

