

## **EMPLOYMENT OPPORTUNITIES**

**POSITION:** Festival Guest Services Coordinator **TERM:** March 5, 2012 - May 25, 2012  
**PAY:** \$2,500.00 stipend (Half-time, Full-time during Festival Week, exempt, temporary, no benefits)

### **JOB DESCRIPTION:**

The Festival Guest Services Coordinator will work with the Executive Producer and Festival Director to manage the participation of Festival artists, visiting festival representatives and other guests for the 28th annual Los Angeles Asian Pacific Film Festival, May 10 through May 20, 2012. The Guest Services Coordinator will interface with Festival artists and guests to insure proper and accurate accreditation and participation in the 2012 Los Angeles Asian Pacific Film Festival, and will work with the Festival Program Coordinator, Press Officer and Ticket Manager to further insure promotional and access opportunities for visiting artists. The Guest Services Coordinator will report to the Executive Producer and Festival Director.

### **DUTIES AND RESPONSIBILITIES:**

- Work with the Executive Producer and Festival Directors to update, prepare and distribute Festival guest accreditation materials
- Work with the Festival Director and Executive Producer to establish guest guidelines and policies, to be included with accreditation materials
- Work with the Program Coordinator and Print Traffic Coordinator to identify visiting Festival artists; and in concert with Festival Director, invite festival representatives intent on visiting the Festival
- Identify potential out-of-town guests (those subsidized by the Festival and also those paying their own way) and determine specific needs (housing, translation services, etc.) to be addressed by the Coordinator and Festival staff
- Maintain an accurate and timely accounting of confirmed guests, and notify them in a timely manner of Festival special events and activities for accredited guests
- Work with the Festival Director and volunteers to prepare Artists and Guests Festival information packets and gifts for distribution during Festival Week
- Work with the Festival Director and Executive Producer to establish an artists/guest gathering place, ie: Festival lounge area for meetings and small receptions
- Attend staff meetings as needed, and update Festival staff on guest services activities
- Other related duties and activities, to be determined in collaboration with the Festival Executive Producer and Director

### **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
- Proficient with digital camera equipment preferred
- Proficiency with Macintosh-based programs: Microsoft Word and Excel, Filemaker Pro, e-mail clients, and social networking
- Complete post-Festival activities: evaluation, manual, and guest appreciation letters
- Ability to work with (and learn from) diverse ethnic communities and individual personalities

### **TO APPLY:**

Please send a resume and cover letter by **February 3, 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.

