

EMPLOYMENT OPPORTUNITIES

POSITION: Print Traffic Coordinator **TERM:** March 12, 2012 - May 25, 2012
PAY: \$2,000 stipend (Half-time, Full-time during Festival Week, exempt, temporary, no benefits)

JOB DESCRIPTION:

The Print Traffic Coordinator, under the supervision of the Festival Director, will manage print traffic for the 28th Los Angeles Asian Pacific Film Festival, May 10 through May 20, 2012. The Coordinator will develop relationships with external print traffic coordinators, secure on-time receipt of Festival films and videos, and arrange for timely shipping of prints and videos to their next destination.

DUTIES AND RESPONSIBILITIES:

- Maintain print tracking database in order to track shipping and receiving of all films and videos for the Los Angeles Asian Pacific Film Festival, including origin, carrier, tracking number, theater assignment and post-festival destination.
- Liaise with projectionists and Technical Coordinator at each Festival venue
- Continual reporting of print status and usage during Film Festival
- Cue videotapes and check prints
- Timely delivery to and pick up from Festival venues
- Maintain shipping costs within Festival budget
- Work with shipping companies to import and export films
- Assist with house and projection operations during Festival
- Complete post-Festival activities: evaluation, manual, and donor appreciation letters

QUALIFICATIONS:

- Editing skills and familiarity with film and video formats and film production required
- Able to work independently, efficiently and under deadline pressure
- Excellent oral and written communications skills, detail-oriented, organized, and motivated
- Proficiency with Macintosh-based programs: Microsoft Word and Excel, Filemaker Pro, e-mail clients, and social networking sites
- Possess a valid California driver's license and automobile insurance
- Experience as a Print Traffic Coordinator or international parcel shipping a plus

TO APPLY:

Please send a resume and cover letter by **February 10, 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.

