

EMPLOYMENT OPPORTUNITIES

POSITION: Festival Program Coordinator **TERM:** February 20, 2012 - May 25, 2012
PAY: \$3,000 stipend (Half-time, Full-time during Festival, exempt, temporary, no benefits)

JOB DESCRIPTION:

The Festival Program Coordinator will work with the Festival Director to manage various program, administrative and production tasks for the 28th annual Los Angeles Asian Pacific Film Festival, May 10 through May 20, 2012. The Program Coordinator's duties will comprise overseeing the timely delivery of promotional materials and photographic art for use by Festival publicity and online personnel; working with various team members to create, update and maintain Festival production flowcharts and onsite workbooks; and managing editorial and production of the Festival Program Calendar and Catalog. ■ The Coordinator will also assist with composing content for printed and online Festival editorial and promotional materials; and is expected to be a part of the Festival's core organizing team and will play a significant role in shaping and presenting the 28th Edition of the Los Angeles Asian Pacific Film Festival. The Festival Program Coordinator will report to the Executive Producer and Festival Director.

DUTIES AND RESPONSIBILITIES:

- Work with the Festival Director to: a) coordinate inflow of press and promotional materials of invited Festival artists, scheduling, and confirmation of guests, b) along with Program team, devise Festival Week production flowchart encompassing screening times, hosting assignments, volunteer and personnel assignments, equipment delivery/pick-up, etc., in coordination with the Festival Volunteer and Technical Coordinators d) assist with assembling and updating Festival production workbook containing flowcharts and schedules
- Work with the Festival Director to coordinate all components of Festival calendar and catalog production, including managing content (copy and artwork), participate in editing & proofing process, assist in production and prepress stages
- Assist in composing stories and capsule synopses for print and online delivery to potential festival audiences
- Maintain Filemaker database of submitted and invited entries
- Attend staff meetings as needed, and update the Executive Producer on program organizing and planning
- Coordinate administration of Film Festival audience awards
- Potentially introduce select screenings and moderate Q&A discussions
- Complete post-Festival activities: evaluation, manual, and appreciation letters.
- 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
- Knowledge of (and interest in) Asian Pacific American cinema a must
- Excellent technical and analytical written and verbal communication skills
- Attention to detail; strong organizational abilities
- Ability to work both collaboratively and independently and multi-task under deadline
- Proficiency in Macintosh-based graphics programs: Adobe InDesign, Photoshop, Illustrator, Quark XPress. Fluency with Microsoft Word and Excel, FilemakerPro, and Internet programs a huge plus but not required
- Ability to work with (and learn from) diverse ethnic communities and individual personalities

TO APPLY:

Please send a resume and cover letter by **January 20, 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, the Southland's premier showcase for Asian Pacific diasporic and international cinema. Visual Communications is an equal opportunity employer.

