

EMPLOYMENT OPPORTUNITIES

POSITION: Festival Projection & Tech Coordinator **TERM:** March 19, 2012 - May 25, 2012
PAY: \$2,000 stipend (Half-time, Full-time during Festival Week, exempt, temporary, no benefits)

JOB DESCRIPTION:

The Projection Coordinator, under the supervision of the Festival Director, will manage print and tape projection issues for the 28th Los Angeles Asian Pacific Film Festival, May 10 through May 20, 2012. The Projection Coordinator will develop relationships with house managers and projectionists at all festival venues; develop spec sheets of confirmed projection gauges for use by both Festival and projection staff; identify and secure all equipment necessary for successful presentation of all Festival films and videos; identify, recruit, and manage a staff of volunteer projectionists for select Festival screenings; and liaison with the Print Traffic Coordinator for timely shipping of prints and videos to their next destination.

DUTIES AND RESPONSIBILITIES:

- Work with the Festival Director to prepare a detailed projection schedule of all film prints and videotapes to screen at The Los Angeles Asian Pacific Film Festival, to be distributed to all venues
- Gain familiarity with available projection equipment at all Festival venues (Directors Guild of America, CGV Cinemas and others). Identify and procure equipment needed for successful presentation at all venues
- Prior experience working with projection and editing equipment
- Work with the Festival Director and Print Traffic Coordinator to confirm and standardize screening formats of all Festival film prints and videotapes
- Utilize in-house production, recording and playback equipment to prepare select programs for exhibition
- Identify potential problems and discrepancies with exhibition film prints and videotapes upon receipt by the Print Traffic Coordinator, and liaison with artists and/or distributors to resolve such problems as they arise
- Work with the Festival Director and Volunteer Coordinator to identify, recruit and manage a staff of volunteer projectionists for Festival screenings at its primary venues
- Other related duties and activities, to be determined in collaboration with the Festival Executive Producer and Director

QUALIFICATIONS:

- Familiarity with film and video formats and film production required
- Experience with Macintosh-based production & editing equipment (Final Cut Pro, etc.)
- Knowledge of database and spreadsheet software (Filemaker Pro, Excel, Word)
- Must have good communications skills and the ability to work well with a team
- Attention to detail; strong organizational skills; ability to work independently
- Must have the ability to multi-task and think on your feet in a fast-paced environment
- Possess a valid California driver's license and automobile insurance

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.

