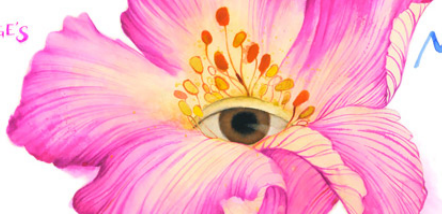




36th ANNUAL MIAMI DADE COLLEGE'S
MIAMI FILM
FESTIVAL



MARCH
1-10
2019



EVENTS ASSISTANT

Type: Short-Term

Festival Runs: March 1 – March 10, 2019

Events Assistant will oversee the successful operations of all special events at Festival venues.

Responsibilities include:

- Serving as secondary point of contact at Festival special event venues
- Overseeing all Festival logistics and operations at venues, including:
 - Working with Operations Department to ensure timely and efficient load-in, set-up, and breakdown logistics
 - Working with Sponsorship Department to ensure sponsor benefits are handled
 - Working with Box Office Assistants to ensure that ticketing and special event operations remain seamless
- Handling all patron, vendor, and sponsor concerns at the venue
- Other duties, as assigned

Emphasis will be placed on creating a top-notch guest and patron experience. Candidate should be friendly, outgoing, and a strong communicator with ability to function in dynamic, high-energy, and high-pressure situations while maintaining a calm, professional demeanor. Significant experience in managing event is a plus. English/Spanish bilingualism also a plus.

Please note this role requires being available at irregular hours as it is subject to specific venue hours. To apply, please email resume and cover letter to maria@miamifilmfestival.com and michelle@miamifilmfestival.com