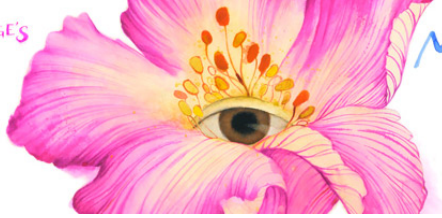




36th ANNUAL MIAMI DADE COLLEGE'S
MIAMI FILM
FESTIVAL



MARCH
1-10
2019



HOSPITALITY SUITE COORDINATOR

Type: Short-Term

Festival Runs: March 1 – 10, 2019

Hospitality Suite Supervisor oversees all operations in Festival's Guest Suite at host hotel.

Responsibilities include:

- Serving as primary point of contact for all guest and team members needs and requests at the hotel during the Festival
- Overseeing all Festival logistics and operations at venue, including:
 - Working with host hotel's team to ensure operations remain seamless
 - Working with Administration Department to manage petty cash and ensure enough cash flow for daily guest hospitality expenses within Festival guidelines
 - Working with Guest Services and Film Office Departments to ensure guests needs are being met and resolving issues relating to registration, welcome packets, badges, tickets, transportation, travel, etc.
 - Working with Sponsorship Department to ensure sponsor benefits are handled
- Providing wrap-up report with appropriate expenses proof
- Other duties, as assigned

Emphasis will be placed on creating a top-notch guest experience. Candidates must be extremely detail oriented, financially responsible, and always exhibit flexibility and a positive outlook. Bilingual English/Spanish required.

To apply, please email resume and cover letter to maria@miamifilmfestival.com