

The Print Traffic Coordinator, under the supervision of the Associate Director of Programming and the Technical Consultant, will manage the Print Traffic for the 36<sup>th</sup> MDC's Miami Film Festival. The Coordinator will develop relationships with external print managers to secure on-time receipt of the screening copies of all the films part of the official selection of the Festival.

#### DUTIES AND RESPONSIBILITIES:

- Maintain print tracking database
- Track shipping and receiving of all screening copies, including origin, carrier, tracking number, theater assignment and post-festival destination
- Liaise with Festival Tech Department at each Festival venue
- Continual reporting of print status and usage during film festival
- Check screening copies
- 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:

- Able to work independently, efficiently and under deadline pressure
- Excellent use of google spread sheets and excel
- Excellent oral and written communications skills. Detail-oriented, organized, motivated
- Possess a valid driver's license and automobile insurance
- Experience as a Print Traffic Coordinator, a plus
- Familiar with digital video formats and film production a plus

To apply, please e-mail your resume and cover letter to [diana@miamifilmfestival.com](mailto:diana@miamifilmfestival.com)