



MARCH
1-10
2019



THEATER MANAGERS (6)

Type: Short-Term

Festival Runs: March 1 – March 10, 2019

Theater Managers oversee the successful operation of all front-of-house activity at Festival venues.

Responsibilities include:

- Serving as primary point of contact at assigned Festival venue
- Overseeing all Festival logistics and operations at venue, including:
 - Working with Festival's and venue's respective Technical Teams to implement tech checks and ensure quality projection, audio, lighting and transitions for intros, Q&As and special stage programs
 - Working with in-house Ticketing Coordinator and Box Office Assistants to ensure that ticketing and theater operations remain seamless
 - Working with Volunteer Coordinators to ensure sufficient flow of volunteers for theaters to cover all dates and screening times
 - Working with Operations Department to determine which screenings require special set-up and activations
 - Working with Sponsorship Department to ensure sponsor benefits are handled
 - Working with Guest Services Department to determine which screenings will have talent in attendance, require introduction and/or Q&A sessions, and special reserved seating
 - Working with Press Department to organize red carpets, photos, interviews, etc.
 - Working with Membership Department to ensure member benefits are handled
- Managing line and crowd control
- Handling all guest and patron concerns at the theater
- Ensuring ballots for every eligible screening are accounted for and submitted
- Completing screening reports and communicating information to appropriate team members
- Managing load-in and load-out of all equipment and material
- Other duties, as assigned

Emphasis will be placed on creating a top-notch guest and patron experience. Candidates should be friendly, outgoing, and a strong communicator with a commitment to customer service. Candidate must be experienced in working in dynamic, high-energy environments, problem solving, public speaking, and working/communicating with a team. English/Spanish bilingualism is a plus.

Must be able to attend Festival's a training/orientation session taking place prior to March 1, 2019.

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