



SOUTH YUBA RIVER CITIZENS LEAGUE
216 Main Street
Nevada City, CA 95959
(530) 265-5961

TITLE: Wild & Scenic Film Festival Assistant

REPORTS TO: Festival Producer

JOB STATUS: Contractor

JOB DESCRIPTION: The Film Festival Assistant works on a team in the production of the largest festival of its kind in the US, taking place each January in Nevada City, CA. Under the supervision of the Festival Producer, the Film Festival Assistant is responsible for assisting with all aspects of production for a 5-day event from January 11-15, 2018. Specific duties are outlined below and will be completed with direction from Festival staff. This position starts November 15th, 2017 and continues through January 19th, 2018.

RESPONSIBILITIES:

- Wild & Scenic Film Festival Flagship Event January 11-15, 2018
 - Track delivery of film assets and work with filmmakers to ensure they meet deadlines.
 - Assist with filmmaker communications as needed
 - Assist with filmmaker lodging coordination and manage changes as needed.
 - Assist with production of filmmaker and other special guest packets and badges.
 - Assist with emcee communication and coordination
 - Help with volunteer recruitment, online registration and organization for Wild & Scenic Film Festival weekend. This event utilizes 700+ volunteers.
 - Be available for general help the weekend of the festival including but not limited to:
 - Headquarters – general support
 - Venue Coordinator check in
 - Activist Center coordination
 - School Program assistance
 - Enviro Fair coordination
 - Concessions and merchandise sales
 - SYRCL outreach booths
 - Post event follow up
 - Sponsor thank you poster delivery
 - Thank you cards
 - Assist with event tear down and clean up
- Other duties as assigned

QUALIFICATIONS:

Experience and/or a desire to work in a high energy office setting and a drive to do what it takes to get the job done well; non-profit work or volunteer experience a plus. Ability to work cooperatively with staff and volunteers. Demonstrates initiative, is conscientious and provides follow-through on areas of responsibility and is detail-oriented with excellent organizational skills. Computer skills required including proficiency with Word and Excel. Excellent verbal and writing skills. Positive, self motivated, and quick learning performer highly valued. This position requires confidentiality, and a sense of humor is a must.

REQUIREMENTS:

Excellent phone and in- person communication skills. Complex reading and writing, clerical, attention to detail, confidentiality, math skills, good judgment and decision making. Occasional evening and weekend work is required. Wordpress experience and neat penmanship a plus.

Begin work on November 15th, 2017, and continue through January 19th, 2018.

PHYSICAL REQUIREMENTS:

This position requires frequent computer use and occasional lifting of up to 40 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMPENSATION:

\$2,000

SYRCL is an equal opportunity employer.

TO APPLY:

Please email jennifer@wildandscenicfilmfestival.org with your resume and cover letter by October 31st.