



SAN LUIS OBISPO
INTERNATIONAL
FILM FESTIVAL

SLO International Film Festival Event Coordinator

Job Description

The inaugural San Luis Obispo Film Festival was launched in 1993 and is celebrating its 30th birthday this year! As a premiere 6-day annual event, the SLO Film Fest showcases contemporary and classic film screenings in a wide variety of venues across town.

The festival lounge is where filmmakers and VIP audience members are able to mix and mingle between film screenings, network, attend special mixers, panel discussions, and parties. We're looking for a skilled event coordinator who can help run the lounge by managing: the schedule and special programming, attendee's needs, food and beverage service, a staff of volunteers and more. Above all, the event coordinator must be comfortable in a leadership role while focusing on customer service to ensure a joyful attendee experience. We want someone who is passionate about creating memorable and beautiful experiences. Put your personal spark on it and have fun!

Responsibilities

- Prep the lounge before opening hours, and close up shop at the end of the day (you will essentially be the keyholding of the lounge - make sure the space looks presentable, food and beverages are set, music and lights are on, the vibes are right!)
- Oversee the programming schedule to make sure all events run smoothly and on time (check in with talent / AV requirements, make sure furniture is set up appropriately, food and bar etc.)
- Develop a complete understanding of the requirements and run of show for each day of the festival and for every event taking place in the lounge

- Work with outside vendors to ensure all deliverables are met on time (mostly party rentals and catering deliveries)
- Keep food and beverage replenished throughout lounge hours (this includes food prep - hone in on those charcuterie skills!)
- Manage and utilize lounge volunteers (staff) to help make sure the lounge runs smoothly (ex: registration, setup, catering, bartending, cleaning etc.)
- Be the face of the lounge and maintain a customer service mindset - welcome guests, answer questions, spread some joy!
- Uphold the company's [mission and vision](#)

Required skills and qualifications

- Experience in event planning or event coordination in a corporate environment
- Experience managing food and beverage for large events
- Have an in-depth knowledge of food preparation and create presentable food displays
- Proven track record of creative, successful events
- Ability to remain calm under pressure and maintain a customer-service mindset
- Be able to consistently delight and satisfy guests
- Professional appearance and demeanor
- Knowledge of industry standards, products, and procedures
- Hospitality and service oriented

Schedule

- This is a freelance position requiring full availability from April 23rd-31st

Apply:

- Please send your resume to: lounge@slofilmfest.org