



ARTIST SERVICES COORDINATOR

The BlackStar Film Festival is an annual celebration of the visual and storytelling traditions of the African diaspora and of global communities of color, showcasing films by black, brown and indigenous people from around the world.

BlackStar is seeking an **Artist Services Coordinator** who will serve as the filmmaker relations liaison and on-site contact for visiting artists during the run of the festival. In collaboration with the Program Director and Festival Operations Director, the coordinator will provide administrative and operational support for the presentation of the annual festival. The Coordinator will manage all artist contract obligations and coordinate with scheduling to ensure high-quality artist/audience experience and accommodations.

Responsibilities include:

- Work directly with artist teams to fulfill contract terms, including managing travel, accommodations, transportation and hospitality
- Manage day-of artist logistics as assigned, including scheduling and appearances, green room coordination, guest list requests, coordinating with operations and production staff
- Prepare and arrange for all greenroom hospitality as required by a visiting artist
- Financial responsibilities: track expenses against allocated budget and develop project-based close-out reports for Festival Operations Director

Skills Required:

- Proactive, self-starter with excellent organizational skills and superior attention to detail
- Ability to handle multiple tasks simultaneously and meet deadlines
- Strong interpersonal skills, including ability to work with several different stakeholders with diplomacy and tact
- Ability to work as a team member and/or work independently and take initiative as appropriate

Compensation & Schedule:

This is a contracted position working May 1, 2020 to August 3, 2020 with some evenings and weekends required. Compensation is \$3,000 for administrative duties, meetings, and intra conference work.

How to Apply:

Email jobs@blackstarfest.org with subject line: Artist Services Coordinator. Please write a brief cover letter in the body of the email and attach your resume. Only those candidates selected for an interview will be contacted.

BlackStar is an equal opportunity employer. We are dedicated to building a culturally diverse and equitable workforce that reflects the communities we serve. We encourage applications from people of color and others who are under-represented in the cultural sector. Our application period is open until we have a diverse and qualified pool of candidates.