



AUDIENCE 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 **Audience Services Coordinator** to manage attendee services. The Audience Services Coordinator will create awareness of the surrounding dining offerings and local entertainment for guests.

Responsibilities include:

- Informs guests of nearby accommodations, including hotel facilities, food and beverage outlets, recreational activities, etc.
- Process important queries and manage customer expectations in a polite and friendly manner
- Assists Artist Services Coordinator with the organization of artist hospitality
- Coordinate filmmaker childcare (as needed)

Skills Required:

- Proactive, self-starter with excellent organizational skills and superior attention to detail
- Excellent knowledge of local attractions and establishments in the Philadelphia region
- Strong interpersonal skills, including ability to work with several different stakeholders with positivity and professionalism

Compensation & Schedule:

This is a contracted position working July 15, 2020 to August 3, 2020 with some evenings and weekends required. Compensation is \$1,000 for administrative duties, meetings, and intra conference work.

How to Apply:

Email jobs@blackstarfest.org with subject line: Audience 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.