



MERCHANDISE 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 a **Merchandise Coordinator** responsible for providing guests with an exciting merchandise shopping experience while maintaining a secure and clean area.

Responsibilities include:

- Provide excellent customer service to festival guests and attendees
- Manage day to day operations of merchandise booth including, sales reporting and inventory
- Supervise and support merchandise volunteers at the booth
- Administer opening/closing of merchandise stand and oversee cash handling and electronic payments protocols
- Reconcile sales journals during close out at the end of day
- Manage posters distribution to festival pass holders during festival

Skills Required:

- Proactive, self-starter with excellent organizational skills and superior attention to detail
- Excellent PC-based computer skills including Microsoft Office Suite required
- 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 July 1, 2020 to August 3, 2020 with some evenings and weekends are required. Compensation is \$1,500 for administrative duties, meetings, and intra conference work.

How to Apply:

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