



## TECHNICAL PRODUCTION 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 **Technical Production Coordinator** who will work closely with the Technical Production Director to clarify audiovisual expectations, support the generation of production deliverables and monitor production status of screens at multiple venues.

Responsibilities include:

- Facilitate the timely production of media while ensuring documentation records and inventory control
- Maintains program schedule across theaters
- Troubleshoot and correct any delayed playback of media during screenings

### Skills 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
- Ability to make sound decisions in a deadline-oriented environment

### Compensation & Schedule:

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

### How to Apply:

Email [jobs@blackstarfest.org](mailto:jobs@blackstarfest.org) with subject line: Technical Production 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.*