



## **PRINT TRAFFIC COORDINATOR**

The Big Sky Documentary Film Festival in Missoula, Montana is seeking a Print Traffic Coordinator to join our 2018 festival staff. Under the supervision of the Programming Directors, the Print Traffic coordinator will manage print traffic for the 15<sup>th</sup> annual Big Sky Documentary Film Festival which will take place February 16-25, 2018. The Coordinator will work with filmmakers and other parties to secure on-time receipt of festival films and promotional deliverables, and arrange timely return shipping of prints. The Coordinator will also work with the Technical Director and Education Director to organize screening schedules, playlists and distribution of prints and backups to appropriate venues.

### **DUTIES & RESPONSIBILITIES**

- Manage communication with filmmakers regarding deliverables and deadlines (exhibition screener, stills, synopsis, other info)
- Manage and oversee data entry of film information on the festival website (images, log lines, runtimes, etc)
- Organize, manage and track incoming deliverables and master deliverables spreadsheet
- Send reminders to filmmakers with outstanding deliverables
- Communicate with the Technical Director on media delivery and formats
- Organize incoming Blu-Rays, hard drives, and downloadable links in coordination with the Technical Director
- Verify formats, check prints, and quickly communicate with filmmakers regarding format issues
- Assist with proofing the program guide to ensure film information is accurate
- Make corrections to film info on the website and in the program as needed
- Other duties as needed

## **FESTIVAL TASKS**

- Burn DVDs for filmmaker in the schools
- Coordinate distribution of the festival program
- Organize back up DVDs and BluRays as necessary
- Assist the Technical Director as part of the projection team

## **QUALIFICATIONS**

- Ability to work independently, efficiently, and under deadline pressure
- Familiarity with video/film formats required, basic understanding of film production preferred
- Excellent oral and written communication skills. Detail oriented, organized, motivated
- Basic understanding of Photoshop
- Basic understanding of web CMS (will be trained on ExpressionEngine)

This part-time position begins in late November 2017 and runs through early March 2018. **Compensation DOE.**

## **TO APPLY**

Please email a resume and cover letter to [director@bigskyfilmfest.org](mailto:director@bigskyfilmfest.org)

## **ABOUT THE FESTIVAL**

Now entering its fifteenth year, the Big Sky Documentary Film Festival (BSDFF) is established as Montana's premier cinema event and the largest documentary film festival in the American West. A prolific 10-day event held every February in Missoula's historic Wilma Theater and neighboring venues, BSDFF lights up western Montana with over 150 extraordinary films from across the globe. Hundreds of filmmakers, industry professionals, and 20,000 highly engaged filmgoers attend screenings, live events, educational programs and film industry forums. Our mission is to bring stories from across the globe to our beautiful mountain town, create a vibrant, quality event that gathers our engaged community, and expand the knowledge and conversation around issues that matter.