

Heartland Film
Special Events Coordinator

Position Type: Salary/Full Time (\$45,000)

Reports to: Director of Events

Job Purpose:

Act as a liaison to Heartland Film and our community by facilitating group events presented by Heartland Film and events occurring at the Heartland Film Offices.

Job Duties include, but are not limited to:

General Expectations:

- Act as a liaison for Heartland Film to the greater Indianapolis community
- Attend the two main Heartland Film Festivals, Best of Fest and all other Heartland Film special events
- Work frequent nights and weekends at Festivals and special events as assigned
- Facilitate space and equipment rentals on behalf of Heartland Film

Operations:

- Assist in the development of special events, including Festival events, fundraising events, and all other year-round events
- Work closely with the Director of Events and special events team to ensure all special events and community events are aligned with operational capabilities and goals
- Organize, pack, set up, and tear down equipment at events including co-presented screenings, Mini-fests, development events, etc.
- Research and contact vendors for food, entertainment, décor, technical supplies and other event needs
- Understand and comply with budgetary goals for special events, including accurately reporting all expenses
- Manage contracted event labor and event volunteers
- Assist in the development and execution of Heartland Film Office Space Rentals
- Manage rental requests of Heartland Film equipment by external parties
- Take responsibility for elements of Box Office Management
 - Complete training courses via video tutorial and with instruction from the Director of Events
 - Assist in the management of ticket sales and customer service: online, in person, phone calls, and email requests
 - Facilitate the payment of rental requests of equipment and space through the online platform
- All other duties deemed necessary by the Director of Events

Qualifications:

- Prefer Bachelor's Degree with at least 1-3 years related experience
- Passion for working with people and engaging them to further the Heartland Film mission
- Ability to work frequent nights and weekends
- Valid driver's license and access to reliable transportation
- Experience working on event preparation and execution
- Ability to lift 50 pounds
- Proficiency in Microsoft Office products
- Exhibit strong verbal and written communication skills
- Strong attention to detail
- Comfortable with public speaking and giving presentations as needed
- Ability to work in a team environment for the greater goal
- Strong organization and analytical skills
- Ability to manage multiple projects with skill and grace

This position is eligible to join Heartland Film's benefit plans including Health Insurance, Dental Insurance, 401(k), generous paid time off program.

To Apply:

The deadline to apply is May 19, 2023. Please submit resume and cover at this link:
<https://airtable.com/shrPE913guHk9VsBe>