

**Heartland Film**  
**Special Events Coordinator**

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**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>