**TIGLFF 2018 Tech Coordinator**

**THE POSITION**

The Tech Coordinator is responsible for the successful execution of technical aspects of

The Tampa Bay International Gay & Lesbian Film Festival (October 5-13, 2018). The Tech Coordinator strengthens TIGLFF through detailed coordination of Film Festival projection and technical responsibilities. The position will manage file collection & venue projection and will also collaborate with projectionists at the Tampa Theatre & Sundial, and will be responsible for projection at freeFall Theatre. This position works closely with the Festival Director, Board President, Director of Programming, and theater projection & tech staff.

**Reports to:** Festival Director & Board President

**Compensation:** $500

**Status:** Temporary

**Schedule:** mid-August – October 4, occasional part time

 October 5-13, full time 3 weekend days and evenings + 6 weekday evenings

**QUALIFICATIONS**

* Fluency in Windows & Mac operating systems & applications, particularly pertaining to moving image systems and apps
* Ability to collect and carefully organize digital movie files via downloads and hard drives
* Ability to develop creative solutions to technical challenges
* Effective communication, interpersonal and organizational skills
* Detail-oriented and demonstrated attention to accuracy

**DUTIES & RESPONSIBILITIES**

* Collect, store and carefully organize exhibition versions of festival films sent by distributors and filmmakers
* Determine best means for file collection, storage and exhibition
* Work closely with Festival Director and Board President, as well as theater technical staff to identify appropriate A/V equipment rental, installation, and testing, thus ensuring Festival’s high presentation quality
* Compile trailer reel for Launch Party on September 13, 2018
* Serve as main contact with theater tech staff to ensure smooth operational flow (at Tampa Theatre and Sundial)
* Perform projection support as needed at the Tampa Theatre (10/5-10/11) and Sundial (10/13)
* Conduct all tech at freeFall (Thursday 10/11-Saturday 10/13)
* Thoroughly test all exhibition copies of films at least 5 days prior to exhibition
* Compile shorts programs for exhibition
* Maintain close communication with Festival Director, Director of Programming and projectionists, overseeing operational, projection and technical troubleshooting as needed
* Serve as on-site Technical Lead for screening venues
* Remain on-call during Festival for emergencies and unexpected changes
* Contribute to post-Festival wrap-up efforts and return of hard drives as defined by Festival Director

**TO APPLY:**

Please e-mail cover letter with resume to:

**Email:** john@tiglff.com

**Subject:** TIGLFF29 Technical Coordinator Search

Application Deadline: August 15, 2018

No phone calls, please