

CALGARY INTERNATIONAL FILM FESTIVAL | **PRODUCTION SPECIALIST**

JOB INFORMATION	
Title	Production Specialist
Classification	Seasonal Hourly
Reports to	Production Manager
Supervising	Logistics Coordinator / Production Volunteers
Contract Dates	July 11 - Oct 31
Hours	July (8h/week), August (16h/week), September (35h/week), October (8h/week). Involves some evening and weekend work, especially during the festival.
Compensation	\$21-\$25/h based on experience
Date Last Reviewed:	June 7, 2022

JOB SUMMARY
The Production Coordinator is the Production Manager's main collaborator in crafting a smooth festival experience for staff and the audience. They are responsible for creating production schedules, the movement and setup of materials and equipment, assisting with off-screen technical requirements, and general production support in support of all departments.

ESSENTIAL FUNCTIONS	
Description of the Function	% Time
Production scheduling: <ul style="list-style-type: none"> Creating the festival production schedule (this document tracks the movement of furniture, equipment, box office supplies, etc.), and distributing it to all departments, with timely updates as necessary. 	30
Set up and logistics: <ul style="list-style-type: none"> Coordinating the use of the festival's rented production van Transporting all materials & equipment required by various departments Participating hands-on in set-ups and strikes of all departments, including <ul style="list-style-type: none"> Festival Box Office Guest Relations welcome station Galas and special experience Red carpets and step-and-repeats Pop-up performances Industry Series events Organizing festival strike in collaboration with other departments and acting as point person for questions <ul style="list-style-type: none"> Ensuring that all equipment and materials are returned to CIFF office (if owned) or to source (if rented/borrowed) at the end of the festival Ensuring that all recyclable materials, such as extra programs, are recycled at the end of the festival 	50
Technical services: <ul style="list-style-type: none"> Providing all off-screen technical services required by the festival Sourcing all required production equipment and materials 	10
General production support: <ul style="list-style-type: none"> Taking and distributing minutes from the daily production meetings to the Production Staff during the festival if the Production Manager is unable to attend. Managing a team of production volunteers 	10

<ul style="list-style-type: none"> • Providing detailed post-mortem notes and archived files (hard and electronic) relevant to the position and the work accomplished following the festival 	
---	--

Festival Perks	
Excellent opportunity to build experience and contacts within the Arts community	
Attendance to screenings for free	

QUALIFICATIONS	
Must Haves:	
<ul style="list-style-type: none"> • Valid driver's license • Outstanding collaborator and team player • Excellent communication skills, both verbal and written • Exceptional problem-solver • Physical ability to participate 'hands on' in set-ups and strikes • Experience supervising volunteers, and running casual set-up and strike crews 	
Assets:	
<ul style="list-style-type: none"> • Prior experience in festival or event production • Experience driving a mid-size cube van (12ft-16ft), or other vehicles without a rear view mirror • Experience procuring, scheduling and transporting materials, equipment, personnel and services required to execute a large festival • Working knowledge of the technical aspects of event production, including sound, lighting, video projection, basic stagecraft and stage management • Experience creating and managing detailed production schedules for large-scale events • Ability to multitask, and to work calmly and excel under tight timelines • The ability to work effectively within budget • Experience with Google Drive, project management software (such as Asana), Slack and Zoom • Experience with event production software such as InltLive, Eventival, and Eventive • Knowledge of video cameras, sound recording equipment, or livestreaming equipment 	

KEY PERFORMANCE INDICATORS (aka What Does Success Look Like?)	
CIFF staff and volunteers feel supported and prepared for events	
CIFF events appear smoothly run from an audience perspective	
The Production Manager feels comfortable dedicating time to other tasks and leaving the Production Specialist to independently problem-solve and execute plans.	
The Production Specialist asks for help and clarification when needed. Communicates when things aren't working in hopes of creating a more synergistic and positive working environment.	

FUTURE ROLES	
As the essential functions and key performance indicators are met on a consistent basis and all qualifications are achieved for this role, future titles and role development could include:	
Pay upgrades upon returning to future festivals, and increases year on year.	
Production Manager	