



[www.CIFFcalgary.ca](http://www.CIFFcalgary.ca)

@CIFFcalgary

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## **FILM CIRCLE LOUNGE COORDINATOR JOB SUMMARY**

We are excited to announce that we are gearing up for our 22nd annual Calgary International Film Festival, and are looking forward to welcoming a new **Film Circle Lounge Coordinator** to our ranks. The Film Circle Lounge Coordinator oversees the successful operation of all activity in the Film Circle Lounge, including participating hands in load in of alcoholic products, bartending when necessary, and training and supervising bartenders.

### **ESSENTIAL FUNCTIONS**

- Assist with planning logistics of alcohol delivery from our beer partners
- Assist with setting up Film Circle Lounge under the direction of the Partnerships & Donations Manager
- Bartend for the lounge when required
- Train and supervise bartenders
- Create a warm and welcoming environment for Film Circle members
- Maintain the cleanliness of the lounge
- Monitor and reconcile inventory according to CIFF's inventory tracking procedure
- Training and monitoring a volunteer who will be ensuring guests have the correct credentials to access the lounge
- Ensure bartenders have ProServe on them, every single shift
- Additional Responsibilities: Other tasks as required

### **QUALIFICATIONS**

#### **Must Haves:**

- Outstanding collaborator and team player
- At least two years' experience in management of front-line customer service in a busy, fast-paced environment
- Outstanding leadership ability
- Comfort and skill working with high level donors and patrons, providing exceptional customer service
- Capacity to work evenings and weekends
- Ability to handle difficult situations with aplomb and grace
- Able to lift 20+ pounds
- AGLC ProServe certification

#### **Assets:**

- Experience working in a festival or special event environment
- Experience supervising other staff or volunteers
- First aid certification

## **APPROXIMATE WORK HOURS**

An approximation of hours per week is below, dependent on operational needs and business flow. It is understood that shift work, weekend work, and work on statutory holidays will be required.

- **September 16-22:** 10 hours of training and preparation of Film Circle Lounge (partially at CIFF Office, partially at Eau Claire Market)
- **September 22-October 2:** 60 hours (on site at Eau Claire Market)

## **WHY CIFF**

- Excellent opportunity to build experience and contacts within the Arts community
- Attendance to screenings for free, when not on shift
- A group of team members committed to building a unique and memorable festival experience for new and seasoned patrons alike!

## **TO APPLY**

Simply upload your cover letter and resume on the job posting [here](#). We'll be contacting everyone who applies to let them know their resume has been received. The Hiring Manager will reach out to those they deem most qualified to begin the interview process. We thank everyone who applies.

## **OUR COMMITMENT TO DIVERSITY, EQUITY AND INCLUSION**

CIFF is committed to creating an employment opportunity that begins with respect, dignity and equity. We welcome individuals to apply for all backgrounds including: of any race, ancestry, place of origin, colour, ethnic origin, ability, citizenship, creed, sex, sexuality, sexual orientation, gender identity, gender expression, same sex partnership, age, marital status, family status, immigration status, receipt of public assistance, history of mental health issues, health status, political affiliation, learning difference, level of literacy, accent, first language, body type, physical appearance and abilities, stature or socio-economic status. Further, we acknowledge that we are on a continuing journey of learning and unlearning. Our path to breaking down systemic barriers has begun but we by no means have arrived. We are open to feedback and continuous dialogue on how we can make the hiring process equitable for all.