



## **Viet Film Fest 2019 Associate Director**

### **Position Overview**

*Type:* Contractor

*Reports to:* Viet Film Fest Director

*Location:* Orange County, CA

VAALA is seeking an inspirational leader and skilled manager to direct a passionate team of staff and volunteers in creating a successful film festival. The Viet Film Fest Associate Director will oversee all planning, operations, and programming for the 2019 film festival, scheduled for October 11 - 13, 2019. Other duties may include fundraising, marketing, and community outreach. The ideal candidate will have arts programming experience, a love of film, and be able to thrive in a flexible, creative environment.

### **Responsibilities Include:**

#### **1. Strategic Direction**

- Work with the Viet Film Fest Director and VAALA Board of Directors to establish festival objectives and goals.
- Ensure VAALA's mission, values, and vision are followed at all times.

#### **2. Operations**

- Execute a timeline and work plan for the management of the festival and ensure that festival operates smoothly and deadlines are met.
- Recruit and supervise seasonal staff, interns, and volunteers.
- Oversee all aspects of programming the festival, both curatorial and administrative, including working with volunteer programming committees.
- Manage project finances to make sure program stays within budget.
- Organize and secure the resources necessary for festival galas, receptions, and other festival events and fundraising events.
- Build and maintain professional relationships with filmmakers.
- Oversee the coordination of guest filmmaker/actor travel and local transportation, and ensure a positive experience for visiting filmmakers.
- Oversee the management of ticketing and guest accreditation.
- Secure venues for screenings, parties, and other festival events, and oversee the management of venue operations.
- Perform other duties and responsibilities as assigned by the Viet Film Fest Director.

#### **3. Fundraising**

- Work closely with the Director and board in executing fundraising efforts that include sponsorships, memberships, individual and business donations, ad sales, and fundraising events.
- Research, outreach to, and negotiate with sponsors; see to the fulfillment of sponsor agreements.



#### **4. Marketing**

- Develop an overall marketing plan and oversee development of the creative campaign and materials ranging from print to web to social networking.
- Spokesperson on behalf of VAALA and Viet Film Fest in all media interviews, community partners, and to the public.
- Oversee the production of the festival program book and printed schedule, including writing copy, coordinating advertising, and working with the graphic designer and printer.

#### **5. Evaluation**

- Establish measures of success to ensure festival objectives are met.

#### **Commitment**

Beginning of March 2019 to November 2019

Approximately 15 hours a week \*\*More hours may be required the week prior to and during festival dates

#### **Requirements:**

- Bachelor's degree or higher preferred
- Strong leadership skills.
- Excellent project coordination, time management, and organizational skills with the ability to juggle and prioritize multiple projects.
- Must be a self-starter -- proactive and driven, with a strong work ethic, a high level of motivation, a strong sense of urgency when needed, the ability to work without direct supervision and to consistently meet deadlines.
- Proficiency in cultivating meaningful relationships with filmmakers/industry reps, donors, and community members
- Ability to supervise and delegate, but when necessary, willingness to "get in the trenches and do whatever is needed to get the job done."
- At least 1 years of film festival experience
- Exceptional verbal and written communication skills
- Working knowledge of the Vietnamese community.
- Must be a self-starter -- proactive and driven, with a strong work ethic, a high level of motivation, a strong sense of urgency when needed, the ability to work without direct supervision and to consistently meet deadlines.
- Competency with Microsoft Office Suite, Google Suite, and social media
- Ability to lift 40 lbs. and to sit or stand at a computer for long periods of time.

**Compensation: \$8,000**

**TO APPLY:** Email resume and cover letter (as pdf documents only) by February 25, 2019 to: [vietfilmfest@vaala.org](mailto:vietfilmfest@vaala.org) No phone calls, please.