



**POSITION:** Venue Logistics Coordinator - AGH Film Festival  
**SUPERVISOR:** Film Curator  
**CLASSIFICATION:** Support

The Art Gallery of Hamilton, one of the oldest and largest art museums in Southern Ontario, is seeking an Venue Logistics Coordinator for the 2019 AGH Film Festival. The AGH Film Festival takes place over eleven days from October 17 – 27, 2019. Since 2009 the AGH Film Festival has been a highly anticipated event, attracting an audience of approximately 10,000 with over 60 screenings of international award winning films presented at venues across the greater Hamilton area.

Reporting to the AGH Film Curator, the Venue Logistics Coordinator will work with AGH and Festival staff to support the administration, promotion, planning, and execution of events and screenings. The Venue Logistics Coordinator should have experience working with digital cinema projectors and sound systems in a professional theatre setting.

This full-time contract position is expected to commence September 2<sup>nd</sup>, 2019 and end November 1<sup>st</sup>, 2019. This position requires frequent weekend and/or evening work leading up to and during the AGH Film Festival.

### **Responsibilities**

#### Logistics

- Plan and coordinate all technical requirements of the AGH Film Festival;
- Provide logistical support at venues leading up to and during the AGH Film Festival;
- Manage the set up and coordination of technical equipment for festival events;
- Organize, track and manage print traffic throughout the festival.

#### Event Support

- Oversee production and technical aspects of all AGH film screenings and film events leading up to the festival;
- Setup AV/Lighting at festival venues;
- Oversee all technical requirements of assigned venues including, print traffic, projection, lighting and sound;
- Assist in the organization and scheduling of AGH Film Festival technical staff;
- Train, coordinate and manage volunteer tech staff during film screenings;
- Liaise with all AGH staff and tech volunteers to ensure that all required materials are stocked and available;
- Ensure technical requirements of events and screenings are met, including assisting with setup and takedown as required;
- Contribute to organization and management of festival signature events.

### **Requirements**

- Post-secondary degree or diploma in a related discipline;
- Excellent computer skills; comfortable working with Adobe Creative Suite and Microsoft Office;
- Previous experience in an event coordination with an emphasis on tech management and setup;
- Prior experience with digital cinema projection in a DCP format environment;
- Superior verbal communication, interpersonal, and teamwork skills;
- Self-starter with the ability to take initiative and manage multiple projects simultaneously;
- Excellent organization skills and high attention to detail;
- Ability to meet deadlines;

- Must have own laptop, valid Ontario driver's license, and daily access to your own car during regular work hours and extended evening and weekend hours for the duration of the contract.

*Interested applicants can email a cover letter and complete resume to [hr@artgalleryofhamilton.com](mailto:hr@artgalleryofhamilton.com) prior to the application deadline of August 19, 2019.*

*As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. The Art Gallery of Hamilton is committed to providing accommodations throughout the recruitment process. If you require accommodation, please notify us and we will work with you to meet your needs. We encourage applications from all qualified individuals; however, only those under consideration will be contacted*