



SOUTH YUBA RIVER CITIZENS LEAGUE
313 Railroad Ave. #101
Nevada City, CA 95959
(530) 265-5961

TITLE: Wild & Scenic Film Festival On Tour Manager

TYPE: Full time, hourly employee

LOCATION: Nevada City, CA

REPORTS TO: On Tour Associate Director

JOB DESCRIPTION: This On Tour Manager position is an excellent opportunity to gain fundraising and expand your event planning experience at a well-established non-profit organization through promotion and management of the Wild & Scenic Film Festival On Tour. In its 9th year, Wild & Scenic Film Festival On Tour provides a turn-key fundraiser and membership drive event to other organizations providing a selection of films from SYRCL's Wild & Scenic Film Festival held each January. Wild & Scenic partners with local organizations to produce more than 150 events annually across the globe. This position works closely with each event host to ensure their event meets Wild & Scenic standards and their organization's goals. Main work hours will be scheduled Monday-Friday 9 am -6 pm. This individual should plan to take initiative, enjoy the challenge of sales-type duties, work hard, enjoy a fast-paced environment and like working as part of a team.

QUALIFICATIONS:

Detail-oriented with superior customer service, sales experience, event production experience, excellent phone manners and organizational skills. Demonstrates initiative, is conscientious, and provides follow-through on areas of responsibility. Excellent verbal communication and writing skills. Experience working in a high energy office setting; non-profit work experience a plus. Ability to work cooperatively with staff and volunteers. Computer skills required including proficiency with Word and Excel. Bachelor's Degree required. Positive, self-motivated, and quick learning performer highly valued. This position requires confidentiality and a sense of humor is a must.

RESPONSIBILITIES:

- Provide On Tour Partners with customized timeline, marketing materials, guidelines and procedures using a 12-week countdown.
- Work with an off-site production house to build, ship, and ensure the timely receipt of the program disks for each tour event.

- Oversee and execute all mechanics which keep On Tour in motion for assigned events: invoice tracking, web content, tour contracts, filmmaker royalty payments, host follow-up, collateral development, budgeting, fielding inquiries and daily office tasks.
- Oversee shipping of Event Kits for assigned venues.
- Request, track data, and report on event evaluations.
- Other duties as assigned.

REQUIREMENTS:

Sales and customer service experience. Accountable individual with attention to detail. Complex reading and writing, clerical, confidentiality, math skills, good judgment and decision making. Occasional evening and weekend work is required.

PHYSICAL REQUIREMENTS:

This position requires frequent computer use and occasional lifting of up to 35 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMPENSATION:

This full-time position starts at \$14/hour and includes sick days, PTO, and medical coverage.

APPLICATION INFORMATION:

This position is open until filled, application review begins is July 31, 2015.

Submit your resume and cover letter electronically to Melinda Booth, Festival Director, melinda@wildandscenicfilmfestival.org

No phone calls, please.

SYRCL is an equal opportunity employer.