



**Job Title:** Special Events Coordinator

**Reports to:** Senior Manager of Events

**Position Type:** Full-time/Exempt

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**Summary of Position:** This position is responsible for assisting with the creation and execution of meaningful, profitable and entertaining Heartland Film Events for filmmakers, patrons and members surrounding the Heartland Film Festivals and other Heartland Film screenings and events.

**Primary Duties & Responsibilities:**

- Assist in the development of all events. Work closely with the Senior Manager of Events to ensure all events are aligned with operational capabilities and goals.
- Organize, pack, set up and tear down equipment at events.
- Research and contact vendors for food, entertainment, décor, technical supplies and other event needs.
- Assist in streamlining and updating the event rentals process/plan.
- Coordinate and facilitate rental requests for event space and equipment rentals by external parties.
- Assist in the building of the online box office systems in coordination with the Senior Manager of Events.
- Manage box office ticket sales and customer service: online, in person, phone calls and email requests.
- Create and sell experience packages tied to existing festivals with a goal of having one group sale a day during Heartland International Film Festival.
- Provide point of contact and day of coordination at group events during the festival.
- Participate in all scheduled staff meetings.
- Act as a liaison for Heartland Film to the greater Indianapolis community.
- Assist in coordinating and executing the two main Heartland Film Festivals, Cinemania, Best of Fest, Merry Movie Nights, outdoor film screenings, and other Heartland Film special events.
- Staff onsite at theaters – assist with theater management, theater cleanup, film introductions and leading Q & A's with visiting filmmakers.
- Work nights and weekends at Festivals and special events as assigned.
- Other duties as assigned.

**Position Requirements/Qualifications:**

- Prefer Bachelor's degree with 1-3 years of experience with event preparation and execution
- Passion for film and non-profit industry
- Proficiency with Microsoft Office Suite and Google Suite
- Acute attention to detail, strong organizational skills, and ability to juggle multiple projects and meet tight deadlines
- High level of creativity
- Effective written and verbal communication skills
- Ability to speak effectively before groups and employees. Comfortable with public speaking/presentations
- Positive attitude and willingness to work effectively in a team environment working for the greater goal



**To Apply:**

- Email your resume and cover letter to [info@heartlandfilm.org](mailto:info@heartlandfilm.org)
- Deadline: Thursday, May 1