

2008 Festival Job Description

POSITION: Presentation Manager
DEPARTMENT: Presentation (PRZ), Operations
HIRE DATES: February 11, 2008 – April 18, 2008
SALARY RANGE: \$600 to \$700 a week
REPORTS TO: Operations Manager
WORKS WITH: Programming, Production, Theatre Operations, Venues and Special Events

Please send resume and cover letter to jobs@afidallas.com. Please put **PRESENTATION MANAGER** in the subject line.

The **PRESENTATION MANAGER (PRZMgr)** for the 2008 AFI DALLAS International Film Festival is responsible for the overall sound and image integrity of all films screened during the Festival. The PRZMgr will coordinate with all screening venue projectionists and management to ensure that all venues are adequately prepared with the required A/V equipment and that all AFI Dallas Presentation Staff know their assignments and expectations.

JOB DUTIES, RESPONSIBILITIES, AND FUNCTIONS

- Supervise all screening and presentation functions relating to AFI DALLAS screenings and centerpieces at all AFI DALLAS screening venues. These venues include, but are not limited to the AMC Northpark 15, Angelika Film Center, the Magnolia, Majestic Theatre, and the Victory Media Network.
- Anticipate, plan for, and solve projection issues to ensure the highest possible screening standards during the Festival
- Supervise and produce all special screening presentations including Opening and Closing Night, Centerpieces, Tributes, and any additional Festival events that feature projection.
- Supervise the implementation of the AFI DALLAS 2008 Trailer before every 2008 AFI DALLAS screening at every screening venue.
- With the Programming team and Head Theater Manager, generate the content and host all theater walk-throughs and Presentation meetings with all screening venue staff and AFI DALLAS theater managers, programmers, and theater volunteers in attendance. These meetings will happen during the two weeks prior the Festival for all AFI DALLAS staff and screening venue staff and during the two days prior to the Festival for volunteer staff.
- Supervise and train the Presentation Department that includes two Presentation Coordinators, independent projectionists, the Film Traffic Coordinator and all other staff, interns, and volunteers associated with Presentation.
- Organize and host daily theater technical meetings with theater teams, attended by a member of the Operations and Programming Departments, as well as the Head Theater Manager and all theatre managers necessary.
- Working with the Film Traffic Coordinator, oversee all source, format and conversion issues regarding Festival films.
- Provide a comprehensive wrap report (and electronic version) and turn it in to Operations Dept. during your exit interview, which will take place a few days before employment is complete.

- All job specific reports and files must be organized and turned in to the Operations Department at your exit interview.

QUALIFICATIONS

- Extensive knowledge of all film and video formats and technical aspects of theater operations required.
- 3 to 5 years of technical direction of screening presentations highly preferred.
- Ability to manage fast-moving staff at multiple locations highly preferred.
- Ability to work well in a fast moving, adaptable environment highly preferred.
- Knowledge of electronics, computers, networking, editing equipment, design software, strongly preferred.