

## Job Description

### Title: Guest Coordinator

**Reports to:** Community Programming Manager

**Based in:** Atlanta, GA, USA

**Status:** Fixed-term, full time hourly

### Description:

The Guest Coordinator assists with all aspects of guest scheduling and logistics, including onsite hospitality, to ensure all AJFF guests have the highest quality experience. The Guest Coordinator serves as a primary point of contact for guests before, during, and after their time with AJFF.

Uniquely qualified guest speakers are what differentiates the AJFF experience from everyday movie viewing.

Speakers are carefully selected to provide context to complex, often polarizing subjects raised during AJFF programs. They set the stage for the audience to share differing perspectives and learn together. Through this dialogue the audience is entertained *and* educated.

### Primary Objectives:

- Execute flawless logistical support, including travel and accommodations for non-local talent, for all AJFF guests and visiting filmmakers.
- Ensure positive relationships with guests at all times, so that these relationships can be leveraged effectively for future needs.
- Help maintain a database of potential guests, to ensure AJFF is able to attract the best possible talent.

### Responsibilities:

- Execute the Scheduling and Hospitality Needs for Guests:
  - Confirm and finalize guest bookings, including appropriate documentation which outlines the obligations of both AJFF and the specific guests.
  - Coordinate all travel details (hotel, ground transportation, air travel) and logistics for out-of-town guests to ensure their comfort and enjoyment while adhering to reasonable budget constraints.
  - Work closely with transportation and accommodation providers to ensure a complete understanding of guest needs and the utmost professionalism and care for AJFF guests.
  - Provide detailed, comprehensive itineraries for each guest, with all details about their programs.
  - Distribute film screeners or any other necessary preparatory materials to guest speakers.
  - Arrange for additional tickets to programming for those guests who require it.
  - Create and distribute “hospitality bags” for all out-of-town guests, and serve as a host for such guests, helping to coordinate activities, meals, or other engagements during their stay.
  - Maintain clear and ongoing communication with confirmed guests, serving as their primary point of contact, and involving other staff as necessary to meet guest needs.
  - Initiate thank you notes and follow-up correspondence with all guests, post-program.

### Qualifications:

**Experience:** 2+ years in administrative support or hospitality services, preferably in an arts or film entertainment setting working with VIPs.

**Education:** Bachelor's Degree required.

**Specialized Skills:** Proficient in: Microsoft Office Suite, including Word, Excel and Outlook. Basic proficiency with: CRM databases, online research tools, social media platforms.

- Other Skills:** Excellent communication skills, both in person, over the phone, and in writing. Ideal candidates should be prepared to deal with high profile, diverse personalities with aplomb. Last minute changes and decisive, prompt follow-up are the norm and required in order to succeed in this position.
- Physical Demands:** Position requires extended periods of sitting while typing or using computers, and regular lifting of items of moderate weight (supplies, large volumes of documents).
- Travel Demands:** Employee must be able to travel throughout metro Atlanta. Hours are non-traditional and will be extensive leading up to and during the annual festival.

### **About the Atlanta Jewish Film Festival:**

The Atlanta Jewish Film Festival (AJFF) is a showcase of international cinema that broadly explores themes of identity, history and culture. AJFF challenges conventional perspectives on complex and challenging issues facing the Jewish and global communities. Our vision is to inspire communities to new levels of social and cultural understanding, by entertain and engaging diverse audiences with film through a Jewish lens.

The annual festival was founded in the year 2000 by the Atlanta Regional Office of American Jewish Committee (AJC), a global advocacy organization that enhances the wellbeing of the Jewish people and Israel through education, outreach and diplomacy. In 2014, AJFF spun-off from AJC becoming an independent non-profit arts organization.

Already Atlanta's single largest film festival, AJFF made history in 2015 by becoming the largest Jewish film festival in the world, attracting more than 38,600 moviegoers. Today, AJFF is an independent non-profit arts organization working to expand our programming throughout the year.

*As an equal-opportunity educator and employer, AJFF prides itself in celebrating diversity and does not discriminate in any of its programs, policies, procedures, or employment practices on the basis of race, color, national origin or ancestry, citizenship status, religion, sex, pregnancy, childbirth or related medical condition, gender identity, sexual orientation, age, physical or mental.*