



Queer Women of Color Media Arts Project

RECEPTION EVENT COORDINATOR

TERMS OF EMPLOYMENT

Now to June 30, 2024, Part-time (approximately 20 hrs/week)

Non-exempt, temporary, eligible for overtime.

No benefits. Eligible for San Francisco Sick Leave.

*** This position may be required to work extended hours, including some evenings and weekends to meet key deadlines. Hours may vary weekly and may increase as we approach our Film Festival.

PAY

\$35-\$40 per hour (DOE)

JOB DESCRIPTION

The Reception Event Coordinator is a part-time, seasonal position that will plan and manage Receptions for our 20th annual International Queer Women of Color Film Festival, presented June 14-16, 2024 in San Francisco. This position will support the creation of welcoming events that embrace and celebrate our communities. This position requires a detail oriented, exceptional team player with a high degree of professionalism, a strong work ethic, and excellent relationship-building skills.

DUTIES

- Plan, facilitate, and manage all aspects of our Film Festival receptions - logistics, budget, venue setup, catering, entertainment, promotional materials, and day-of event management.
- Create a warm and welcoming experience for donors, sponsors, filmmakers, and our communities
- Build and maintain excellent working relationships with vendors, venue, and organizations
- Work closely with the Executive Director to manage expenses and stay within budget
- Engage vendors that align with QWOCMAP's mission and values

DESIRED QUALIFICATIONS

- 3 years of paid employment in areas related to this position, preferably event planning, event production, and/or project management
- Proven success in event coordination
- Demonstrated ability to develop trust and effectively manage excellent working relationships
- Excellent written and verbal communication skills
- Resourceful, proactive, and strong mind for project management, and sharp attention to detail
- Ability to correctly and clearly identify problems, forecast next steps, anticipate possible challenges, and develop thoughtful, creative solutions
- Ability to prioritize complex work and remain diligent and accountable
- Proficiency with Mac-based applications as well as CRM databases
- Knowledge of LBTQIA+ people of color communities, organizations, arts and culture, and film preferred

VACCINE REQUIREMENT / COVID-19 SAFETY

Proof of COVID-19 vaccination may be required with specific job-site entrance requirements and to meet any current local, state or federal health recommendations or mandates. COVID-19 vaccination status must be provided by the employee upon request.

REMOTE WORK ACCOMMODATION

San Francisco Bay Area preferred. Remote work is possible through May 24. For remote work, employee must maintain a suitable and quiet personal workspace with fast and stable internet access throughout the day. In-person work is required from May 25 through June 30, at our San Francisco based QWOCMAP office, Film Festival venue, and other venues as determined. No travel funds available.

ABOUT QWOCMAP

A small, tight knit team of queer women of color and gender nonconforming people of color, filmmakers and storytellers, artists and activists, dreamers and healers. Our core personal and organizational values of anti-racism, feminism, anti-capitalism, disability justice, and social justice create a transformative work environment and organizational culture. We are warm and kind, and we care deeply about each other. We value the personal and professional growth and wellbeing of each member of the team. We practice clear and open nonviolent communication. We work closely with each other in a fast-paced, collaborative work environment. We are extremely hard working and consummate professionals with disciplined focus and high standards for performance.

TO APPLY

Please send a resume and a cover letter (in PDF format) to programs@qwocmap.org with **"Reception Event Coordinator"** in the subject line. No phone calls please. Position open until filled.