Job Title: Print Transport Coordinator
Reports to: Print Logistics Manager
Duration: September 19 to October 14, 2022
Location: VIFF Centre
Scope: VIFF Festival 2022
Remuneration: $4000 contract

The Greater Vancouver International Film Festival Society is a not-for-profit cultural organization that operates the internationally acclaimed Vancouver International Film Festival (VIFF) and the Vancity Theatre, located in the VIFF Centre. We produce screenings, talks and events as a catalyst for a diverse community to discover, discuss and share the creativity and craft of storytelling on screen.

The Greater Vancouver International Film Festival Society is dedicated to accessible employment practices and committed to being an equal-opportunity employer. We value a diverse and inclusive workplace that is reflective of our community and encourage applications from members of communities that have been marginalized based on sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, or status as an Indigenous person. Please feel free to advise us of any accommodation needs.

Reporting to the Print Logistics Manager, the Print Transport Coordinator is responsible for transportation of all projection materials to and from festival venue projection booths. In addition to this, the Print Transport Coordinator aids the Print Logistics team with the shipping and receiving of all projection copies (and associated materials).

Qualifications:

- Scrupulous attention to detail and documentation.
- Significant computer literacy (FileMaker Pro experience is beneficial).
- Exceptional driving skills.
- Ability to work largely unsupervised, but as part of a team with many members.
- Experience in shipping & receiving or logistics is a strong asset.
- Ability to stay calm under pressure.
- Must be able to work evenings / weekends and extended hours as scheduled.
- Physical requirements include the ability to lift somewhat heavy containers.

Key Responsibilities:

- Track the film acquisition process in the VIFF database.
- Ensure that physical venues receive playable film files on schedule.
• Collaborate with the VIFF tech team and Print Logistics team to troubleshoot film playability issues.
• Adhere to established Print Transport processes.
• Transport VIFF films and other items between festival venues as required.
• Establish and maintain a clean, detailed, and organized film storage system.

Pre-Festival:
• Organize film storage library.
• Develop and implement an organized system for the reception, transportation, and return of films.
• Review Filemaker database for changes to system, and to verify necessary Print Transport reporting functions are operational.
• Receive films and update PRINTS database so that it accurately reflects the films/formats received; print appropriate reports to accompany films complete with labels/Screening Schedules.
• Become well-familiarized with festival venues and their respective projection booths, loading bays, hours of operation etc.
• Receive, track and report petty cash to the office.

During Festival:
• Transport films between various festival venues.
• Carefully track each film copy to ensure all are accounted for.
• Maintain strong communication with the Print Logistics and Tech teams regarding transportation scheduling, print copy locations, and troubleshooting issues.
• Support the tech team with the distribution of equipment as required.

Post Festival:
• Return all films to VIFF office and prepare them for ship-out.
• Work with the Print Logistics team to arrange the ship-out or pick-up of films.
• Complete wrap report.

Deadline for application is August 12, 2022

How to apply: Please submit a current CV, along with a cover letter to careers@viff.org. Please include “HIRING PRINT TRANSPORT COORDINATOR” in the subject line of the email. We thank all applicants for their interest and advise that only those requested for an interview will be contacted due to the volume of applications anticipated. No phone calls, please.