



**PACIFIC ARTS**  
MOVEMENT

### **Guest Services Coordinator**

Pacific Arts Movement, a nonprofit media arts organization, is seeking a Guest Services Coordinator for its biggest event of the year, the San Diego Asian Film Festival. This is a seasonal, contracted position.

Desired skills and traits: Excellent customer service, hospitality experience, professional communications and appearance, team management experience. Coordinator should be detail- and action-oriented, be a clear and organized communicator, have experience managing a budget, have the ability to work under pressure, and must have an amiable personality. Must be over 21, have reliable transportation, access to cell phone and internet. Interest in independent cinema and Asian American communities a plus.

Description of Duties: The Guest Services Coordinator handles the accreditation process and festival experience for filmmakers and industry guests, serves as point of contact with filmmakers and industry guests before and during the festival, coordinates travel and lodging, creates itineraries and coordinates daily scheduling, and partners with special events on industry events and spaces. Guest Services Coordinator may manage a Guest Services Associate and volunteers to execute guest services tasks. The goal is to provide each industry guest the best experience possible.

Timeline: August 1 until November 30. Average of 5-10 hours a week up to the week of the Festival, during which GS Coordinator must have full availability for the dates of November 5-18.

Benefits: This contracted position provides an opportunity to be part of a dynamic film festival and mission-based organization, as well as to interface with some of the most talented and emerging artists in the film industry. Additionally, Pacific Arts Movement will provide a \$1,500 stipend to be paid upon the completion of the Festival.

To Apply:

Please send resume and cover letter to Kent Lee, Executive Director at [kent@pacarts.org](mailto:kent@pacarts.org).