



three
dollar bill
cinema

Translations: Seattle Transgender Film Festival

2018 SCREENING COMMITTEE MEMBER

Job Title: SCREENING COMMITTEE MEMBER

Works with: SCREENING COMMITTEE LEAD, FESTIVAL DIRECTOR, & SENIOR PROGRAMMER

General Job Objective: To assist the festival director in curation of the festival by reviewing and recommending film submissions.

Duties and Responsibilities:

- Watch 2-4 hours of film submissions per week, December through February.
- Attend screening committee orientation the evening of December 4, 2017.
- Attend committee meetings the evenings of Jan 4 and Jan 23, 2018.
- Contribute ratings and reviews for each film you watch.
- Write 3-6 program book film descriptions (blurbs) due Mid-February, for use in the festival program guide.
- Maintain email correspondence with the Committee Lead, Festival Director, and Senior Programmer as needed, December through February.

Skills and Experience:

- Exceptional written and verbal communication skills
- Experience working within strict timelines and meeting group deadlines
- Connection to the Transgender community
- Ability to effectively manage projects, tasks, and deadlines
- Familiarity with Google Drive, Google Spreadsheets, general internet browsers
- Committed to working with people of varying socioeconomic backgrounds, sexual orientations, genders, and racial diversity
- Have access to a computer and the internet
- Maintain confidentiality
- Knowledge of the film industry a plus

Commitment: 2-4 hours per week of film watching December through February, three committee meetings, and writing 3-6 program book film descriptions. *Total volunteer commitment will be between 30-40 hours over a 3 month timeframe. All meetings will take place on Capitol Hill at the 12th Ave Arts building unless otherwise specified.*

Compensation: A full series pass to Translations 2017