

# ENVIRONMENTAL FILM FESTIVAL

IN THE NATION'S CAPITAL

## Print Traffic Coordinator Job Description

Job Type: Seasonal Contractor  
Term: February - April 2024  
Budget: \$2,000

### Overview

The Environmental Film Festival in the Nation's Capital (DCEFF) seeks a Print Traffic Coordinator to support receipt, testing, and exhibition of film media during our 32nd Annual Festival, which will take place in venues across the Washington, D.C. area from March 21-30, 2024.

The ideal candidate is thorough, communicative, and proactive, with some past experience with film festivals, print traffic, and/or file management preferred. The Print Traffic Coordinator must have availability to retrieve and test films in the Washington, D.C. area, and must be available in-person for all days of the 2024 Festival.

### Reports To

The Print Traffic Coordinator will report to Director of Programming Brad Forder but will work in close collaboration with all members of the DCEFF team.

### Responsibilities

- Maintain communication with filmmakers and rightsholders to ensure prompt receipt of exhibition and backup files
- Serve as liaison with partner venues to confirm their technical requirements
- Confirm that in-house files are appropriately formatted for screening
- Ensure that files have been appropriately tested in advance of screening
- Ship any outbound exhibition copies to rightholders or next screenings as directed

### Qualifications

- Past experience in film festivals, print traffic, and/or media file management
- Experience with Airtable is preferred but not required

- Detail-oriented and proactive problem-solver
- Strong communication and interpersonal skills

### Payment Structure

The stipend for this position is \$2,000.00.

### Please Note

The Environmental Film Festival in the Nation's Capital (DCEFF) is an Equal Opportunity Employer. Job applicants are considered with no discrimination on the bases of race, religion, color, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or other non-merit-based factors.

Interested candidates should submit their resume in PDF format to [monica@dceff.org](mailto:monica@dceff.org).