



Locarno Film Festival

Throughout its 75 years of history, the Locarno Film Festival has occupied a unique position among the most prestigious film festivals. In August, for eleven days, the Swiss Italian city becomes the world capital of auteur cinema.

If you are passionate about cinema and you wish to become part of this incredible organizational machine, and thus actively contribute to the success of the Festival, we might have a proposal that suits you. We are looking for a detail-oriented person to be closely involved with the filmic program within the Documentation Office.

Documentation Office Assistant

About the job

The Locarno Film Festival is looking for a young, determined Documentation Office Assistant to join our team. In the first phase, you will verify all the information related to the film submissions, then you will collect all the materials on the selected films, which are required for our catalogue, website and press office.

This is a unique opportunity to be part of a team that meaningfully contributes to the Festival's communication and film promotion. You will work closely with the programming, communication, press and catalogue departments. Therefore, a commitment to collaborative problem solving, multitasking, and the delivery of accurate and organized information are essential.

Main tasks

Under the responsibility of the Documentation and Programming offices, you will be required to independently execute or provide support to the following duties:

- Information verification and assignment of the submitted films;
- Information and material request to the right holders, producers, filmmakers or film institutions;
- Information research on the selected films;
- Screener requests;
- Collaboration with the press office for the preparation of the press line-up and of the Festival's official statistics;
- Verification of all information concerning films on our printed material;
- Coordination with multiple departments for all information related to the film program, in particular: press office, communication office, catalogue, digital department and social media;
- Coordination support during the Festival's press conferences and photo calls.



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Profile requirements

- Excellent language skills in Italian (C2 or native speaker) and English (C1), very good knowledge of French (B2 - C1);
- Good knowledge of the MS Office products (Outlook, Word and Excel);
- Aptitude for working to deadlines and reporting to multiple people;
- Quick learner, highly organized and meticulous, with strong attention to details;
- Good communication and interpersonal skills (phone, e-mail, in person);
- Flexible personality with strong team spirit, able to work both in a team and individually.
- Swiss national or Swiss permit C holder;

Type of employment

- Temporary assignment with a fixed-term contract (3.5 months);
- Period of employment: from May the 1st to August the 18th, 2023, full-time;
- Workplace location: Locarno.

More reasons to join us

At the Festival every team member can make a difference. We encourage you to take responsibility for your work, to be proactive and above all free to share your opinion within a young and cohesive team that faces stimulating challenges with determination and enthusiasm.

We offer a unique job opportunity in an informal work environment, where each person can grow both professionally and personally within one of Europe's most prestigious and longevous cultural institutions.

Application

If this proposal arouses your interest, you possess the required skills and you have the enthusiasm to give your best, we're looking forward to hearing from you.

Send your CV and cover letter in English to job@locarnofestival.ch, with subject line: **Documentation Office Assistant**.

We will give priority to applications received prior **January the 15th, 2023**.