



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 have passion for cinema and are looking for a job that offers you the opportunity to become part of this incredible organizational machine, we may have what you're looking for. We are looking for a detailed-oriented person who would like to contribute to the success of the Festival and wants to be closely engaged with the filmic program. If you think you are the right person, then this could be the perfect opportunity for you.

We are looking for two:

Documentation office assistants

About the job

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

This is an opportunity to be part of the 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 film on our printed material
- Coordination with multiple departments for all information related to 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.

Type of employment

- This role is a temporary assignment with a fixed-term contract (3.5 months);
- May 1 to August 19, 2022: full-time (100%);
- Our offices are located in Locarno.

More reasons to join us

- Embark on an exciting and enriching journey in which you will be in direct contact with key players of the film industry, distribution and production companies, and filmmakers;
- Lots of hard work and fun in a young and enthusiastic team;
- Thrive in a dynamic work environment as part of an international team;
- Staff accreditation to experience the Festival for yourself.

Does this description sound like you?

If you've got the skills for the job, enthusiasm about our vision and desire to give your best to be a part of our culture, we're looking forward to hearing from you.

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

We will give priority to applications received prior **January 15, 2022**.

Meanwhile, be sure to stay in the loop by signing up to our newsletter. If you have any further questions, contact us via programming@locarnofestival.ch