



Central And Eastern European Film Festival

CinEast team is looking for reinforcement!

For our 17th edition (3-20 October 2024), we are looking for several motivated and flexible collaborators (m/f/x) to help us with various organisational aspects of the upcoming edition of the festival: ***print traffic coordinator***, ***press/communication assistant***, ***hospitality assistant*** and ***trainee/production assistant***, mainly during the period **August/September-October 2024**.

Candidates should have good organisational & communication skills, be fluent in English and preferably French (knowledge of Luxembourgish would be an additional asset), possibly have at least some experience with organising (cultural) events, and be based in or around Luxembourg.

New team members will be part of a motivated team of professionals and volunteers, able to work flexible hours (partially from home), and should be fully available during the festival dates. As a rule the contracts offered are free-lance contracts.

The main responsibilities of each position are the following:

- **Print traffic coordinator:** coordination of the festival prints (films), collaboration with the different screening venues and their teams, organising the import/downloads, internal traffic and testing of the festival films.
- **Press/communication assistant:** supporting the team with the PR activities of the festival - drafting press releases (in French), preparation of the festival's press conference, organising interviews, monitoring published articles and supporting the social media communication.
- **Hospitality assistant:** supporting the guests coordinator with the festival guests' coordination (booking flights, hotels & transport), coordinating and supporting the hospitality team, on-site support with the festival stay of festival guests etc.
- **Trainee/production assistant:** supporting the festival coordinator and other team members with the daily running of the festival's office, promotional activities (in collaboration with the volunteers coordinator), hospitality support, help with organising events, venue management etc.

If this sounds interesting and you think that you fulfil the requirements please send us a short motivation letter (in EN or FR) and your CV to [festival\[at\]cinéast.lu](mailto:festival@cinéast.lu) before 7th of May 2024.

More information about CinEast Film Festival can be found on our website: cinéast.lu