

## **JOB DESCRIPTION**

### **EVENT COORDINATOR – THE PIXEL MARKET**

Power to the Pixel ([www.powertothepixel.com](http://www.powertothepixel.com)) is a company dedicated to supporting film and the wider media in its transition to a digital age with a passion for connecting creative talent to audiences. All its cross-media services are dedicated to a core idea that success is driven by knowledge – most critically of how to work in a rapidly-evolving, customer-driven international market.

The company's centrepiece event is its annual Cross-Media Forum held in association with the BFI London Film Festival. We are looking to recruit an Event Coordinator to oversee The Pixel Market, a brand new addition to the Forum. The Pixel Market is a showcase of 20 international cross-media projects from leading producer-led teams. It includes:

- The Pixel Pitch on 13 October 2010 - an international cross-media pitching competition where up to 10 out of the 20 projects selected for The Pixel Market will be chosen to compete for a cash prize, The Pixel Pitch Award.
- The Pixel Meetings, on 14 October 2010 where one-to-one meetings are arranged between the 20 project producers and leading international financiers, commissioners and distributors of cross-media projects.

You will assist and report directly to Power to the Pixel's Director and Producer.

#### **Duties will include:**

Dealing with all telephone enquiries

Coordinating all online applications to The Pixel Market and uploading onto Power to the Pixel's database

Scheduling participant and expert itineraries

Organising flights and transport for invited experts

Assisting with all production elements of The Pixel Market including programme(s) production and marketing materials, as well as accurate logging of all partner requirements

Coordinating with regional and national agencies, funding bodies, film organisations to aid promotion and outreach nationally and internationally in liaison with Power to the Pixel

Managing the Hospitality Coordinator

Overseeing event production of The Pixel Pitch on 13 October 2010

Coordinating meetings between participants and experts at The Pixel Meetings on 14 October 2010

Overseeing all lunches and receptions associated with the events

We are looking for someone who can work on their own initiative as well as be able to take direction. You must be able to work within a pressurised environment, multi-task and possess irrepressible charm!

#### **Skills required:**

Ability to deal with people of all nationalities and at all levels

Excellent organisational and written skills

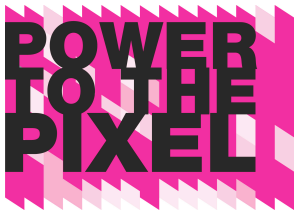
Great telephone manner

Strong attention to detail

Good knowledge of scheduling for events and/or productions

Ability to work on own initiative

Ability to work within a highly pressurised environment



Skills preferred:

Mac / PC literacy with sound knowledge of Word, Excel, Photoshop  
Languages  
Knowledge and interest of Film and Cross-media industries

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**Dates:** Immediate start to 31 October 2010. Based in Central London.

**Fee:** £400 p/week on a freelance contract.

**Hours:** 09.30 to 18.00 with additional hours as required.

**To apply:** Please send CV and covering letter explaining why you think you are suited to the job and detailing any relevant experience to: Tishna Molla at [tishna@powertothepixel.com](mailto:tishna@powertothepixel.com)

**Deadline for applications is 18.00 on Monday 14 June 2010.**