

Film Coordinator (9723C) - 81424
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=263140>

Downloaded On: Sep. 29, 2025 4:37pm

Posted Sep. 29, 2025, set to expire Jun. 30, 2026

Job Title Film Coordinator (9723C) - 81424
Department Berkeley Art Museum and Pacific Film Archive
Institution University of California, Berkeley
Berkeley, California

Date Posted Sep. 29, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Arts/Museum/Theater

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Job Description

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About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

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We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

Departmental Overview

One of the nation's leading university museums, the University of California's Berkeley Art Museum and Pacific Film Archive (BAMPFA) is a forum for cultural experiences that transform individuals and advance the local, national, and global discourse on art and film. As the premier visual arts venue at America's top public research university, BAMPFA is uniquely dedicated to art and film in equal measure, presenting more than three hundred film screenings, dozens of public programs, and ten exhibitions annually.

Position Summary

The Film Coordinator plays a key role in the planning, execution, and technical management of BAMPFA's year-round film exhibition program. This position oversees technical rehearsals, coordinates film and digital media logistics, manages guest artist support, and ensures the highest quality presentation of films in both the Barbro Osher Theater and Theater Two.

Reporting to the Director of Film and Senior Film Curator, the Film Coordinator also serves as a primary point of contact of logistics for projectionists, A/V staff, curators, and external partners, troubleshooting technical issues, maintaining accurate records, and coordinating complex shipping and archival processes. In addition to responsibilities at the museum in Berkeley, this position spends one day per week in BAMPFA's Richmond film vault, working closely with the Film Archivist to support preservation, cataloging, and archival preparation of the collection.

This role requires a combination of technical expertise, organizational skill, and interpersonal dexterity, with the ability to manage multiple projects, maintain attention to detail, and provide a professional experience for visiting artists and audiences alike.

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Application Review Date

The First Review Date for this job is: 10/09/2025.

Responsibilities

Film Program Technical Coordination:

- Manages all technical rehearsals and public programs.
- Serves as Program Manager for events in the Barbro Osher Theater.
- Convenes technical production meetings with curators and A/V staff; prepares and distributes technical documentation for each program season.
- Schedules all Barbro Osher Theater rehearsals and ensures accurate and current technical information is shared internally and with external partners.
- When acting as Theater Manager, ensures optimal sound and image quality in screenings; communicates adjustments to projection staff.
- Resolves technical issues with digital formats, DCPs, or archival prints by liaising with distributors or securing alternate materials.
- Examines incoming film materials for print condition, format, and discrepancies; requests and tracks full inspections by projectionists.
- Oversees special technical projects, including electronic titling and translations.
- Provides occasional film introductions in the absence of curators.
- Supports expanded technical coordination for Theater Two and the Outdoor LED Screen as needed.

Guest Artist & Public Program Support:

- Under the guidance of curators and leadership, and at times in coordination with Development office, plans and organizes guest dinners and social events for more than 125 visiting artists annually.
- Manages logistics for film program guests, including travel, accommodations, honoraria, and hospitality.
- Conducts research and books complex international and domestic travel.
- Coordinates with the Business Office to process honoraria and vendor forms.
- Serves as a primary point of contact and host for international visitors, ensuring a positive guest experience.
- Prepares and tracks Speaker Release Forms; documents guest participation with photos.

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Film & Media Logistics (Print Traffic & Shipping):

- Oversees all inbound and outbound shipments of film and media, ensuring accurate documentation in departmental databases.
- Develops comprehensive shipping plans for festivals, tours, and multi-venue events; collaborates with partner venues to reduce costs.
- Researches shipping vendors, negotiates rates, and monitors expenses.
- Reviews and reconciles shipping invoices, resolving discrepancies with vendors.
- Provides cross-training and coverage for departmental correspondence related to print traffic.

Administration, Data, and Communications:

- Creates and maintains FileMaker Pro database records for film bookings, formats, rental rates, rights, and guest logistics.
- Coordinates with internal departments (Security, Business Office, Communications, Visitor Services, Development) to ensure smooth film program operations.
- Purchases special materials and equipment to support program activities.
- Proofreads the BAMPFA program guide and digital theater slides; inputs film programming into bampfa.org and formats stills for the web.
- Liaises with A/V staff to request event videography and documentation.
- Provides analysis and statistical data for grant applications and reports; assists with occasional grant writing.

Public & Institutional Representation:

- On occasion, acts as Theater Manager during public screenings and events, ensuring professional program delivery.
- Coordinates with guest artists, curators, and staff to uphold BAMPFA's standards for visitor experience and hospitality.
- May represent the film program through public-facing duties, including Q&A assistance and introductions.

Required Qualifications

- Knowledge of film exhibition formats and/or experience handling film; and a strong understanding of the technical presentation standards of cinema.
- Excellent communication and public speaking skills; able to work effectively with curators, filmmakers, and other guest presenters.

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- Ability to establish and achieve goals.
- Demonstrated extreme accuracy and attention to detail.
- Strong and effective writing skills needed to prepare a variety of correspondence, reporting, and other documents.
- Ability to deal with multiple demands in high pressure, public presentation situations, thinking quickly and effectively to problem solve and create and implement solutions.
- Working knowledge of exhibition practice, customer and client relations, and event management.
- Ability to work on multiple projects with competing deadlines and to establish goals and work load priorities.
- Leadership abilities and able to inspire Work Study students through training and effective management oversight.
- Proficient computer skills, including facility of using Word, Excel, and Filemaker Pro.
- Initiative and ability to work independently and as part of a team.
- Must be able to lift and carry up to 65 lb.
- Technical understanding of film exhibition formats.
- Experience managing staff.
- Applicants for this position are expected to possess the skills, knowledge, and abilities essential to the successful performance of the duties assigned.

Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted hourly range that the University reasonably expects to pay for this position is \$33.81 (Step 9) - \$35.87 (Step 12).

- This is a non-exempt, biweekly-paid position.

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How to Apply

- To apply, please submit your resume and cover letter.

Other Information

This position is governed by the terms and conditions in the agreement for the Research Support Professionals Unit (RX) between the University of California and the University Professional and Technical Employees (UPTA). The current bargaining agreement manual can be found at:

<http://ucnet.universityofcalifornia.edu/labor/bargaining-units/rx/index.html>

- This is not a visa opportunity.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

SB 791 and AB 810 Misconduct Disclosure Requirement: As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

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[Abusive Conduct in the Workplace](#)

Equal Employment Opportunity

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

Referral Source Info

This job is part of the Employee Referral Program. If a UC Berkeley employee is referring you, please ensure you select the **Referral Source** of "UCB Employee". Then enter the **Employee's Name** and **Berkeley E-mail** address in the **Specific Referral Source** field. Please enter only one name and email.

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

University of California, Berkeley

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