



**Job Title:** Technical Coordinator (Fixed Term Contract)

**Location:** Port of Spain, Trinidad and Tobago

**Contract Duration:** 2 August – 2 October, 2025

**Festival Dates:** 24–30 September, 2025

**Reports to:** Festival Director

**Contract value:** TT\$20,000 (flat fee)

## Position Summary

The Trinidad+Tobago Film Festival (TFFF/25), the region's leading Caribbean-focused film festival, is seeking a skilled and organised **Technical Coordinator** to oversee all technical aspects of film exhibition and event support. This role is critical in ensuring seamless technical delivery of screenings and selected industry events across TFFF/25. The Technical Coordinator will work closely with filmmakers, programmers, projection teams, industry leads, and technical volunteers to deliver a high-quality festival experience.

## Key Responsibilities

- **Lead Technical Delivery:** Manage the technical setup and delivery of all film screenings during TFFF/25.
- **Film Prep and Quality Control:** Oversee the preparation, conversion, and testing of all film files, including DCP creation and format compliance.
- **Filmmaker Liaison:** Communicate directly with filmmakers and distributors to ensure all technical deliverables are received, reviewed, and ready on time.
- **File Management:** Organise and securely manage all digital screening assets for efficient ingestion and access.
- **Venue Coordination:** Liaise with Cinema One projection teams (Woodbrook, Chaguanas, San Fernando) for film ingestion, scheduling, and testing.
- **Outdoor Screenings Support:** Assist with technical setup and execution of outdoor events, ensuring proper AV delivery.
- **Industry Programme Support:** Provide audio/visual and projection support to the Industry Programme Coordinator for panels, workshops, and professional events.
- **Volunteer Oversight:** Supervise and coordinate the work of tech volunteers, assigning tasks and ensuring support coverage across venues.

Trinidad+Tobago Film Festival  
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- **Troubleshooting:** Serve as first responder for all technical issues arising before or during screenings or events.
- **Testing and QC:** Lead pre-festival technical checks to guarantee playback quality and format compatibility for all films.
- **Documentation:** Maintain up-to-date technical logs, delivery records, schedules, and issue reports.

## Required Qualifications

- Proven experience in technical coordination for film festivals, cinemas, or live events.
- Deep familiarity with DCP workflows, AV formats, and media encoding tools.
- Hands-on knowledge of cinema projection systems and audio-visual equipment.
- Excellent digital asset and file management practices.
- Strong communication and coordination skills for liaising with filmmakers, partners, and internal teams.
- Experience managing tech volunteers or junior tech crews.
- Calm under pressure, resourceful, and solution-oriented.
- Highly organised with strong attention to detail and ability to manage multiple priorities.
- **Must have access to their own high-performance computer and relevant software capable of handling multiple simultaneous video conversions and DCP creation.**
- **Must be willing to work long and flexible hours, including nights and weekends, to ensure the smooth delivery of screenings and events during the festival period.**

## Desirable

- Experience supporting hybrid or live industry events (e.g., panels, workshops).
- Familiarity with Caribbean film and culture.
- Proficiency with tools such as DCP-o-matic, DaVinci Resolve, Adobe Media Encoder, VLC, and general AV hardware setups.

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