

The Abu Dhabi Film Festival (ADFF) is seeking a Festival Producer for its sixth edition, which will take place October 11-20, 2012.

Working as part of the senior management team, the Festival Producer develops and manages all aspects of the festival's business administration and operations including planning, budgeting, accounting, legal affairs, operations and human resources. In this capacity, the Festival Producer plays a key role in ensuring adherence to timelines, planning milestones and organizational goals.

ADFF is seeking a dynamic, experienced and passionate professional with demonstrated expertise in event and financial planning and reporting, and general administration.

The Festival Producer will possess strong competencies in understanding cultural events management, negotiations and problem solving, and embody the following skills and experience:

Minimum 8 years experience in artistic or cultural administration, production or management;

Experience in budget and financial management for festivals or events with advanced knowledge of Excel;

Excellent knowledge of film festivals and/or the film industry;

Demonstrated excellent management and administrative/operational skills including strategic planning, program production, budgeting & financial management, human resource management, policy development, and project management;

Strong experience working with hotel and hospitality partners, professional production venues, staff, vendors, suppliers, etc.;

Proven ability to produce a festival, series or similar event;

Strong leadership abilities to organize, coach, develop and motivate staff and volunteers, with a strong orientation toward teaching and mentoring other team members;

Tactful and diplomatic personality with an ability to build and maintain collaborative relationships with partnering organizations, funders, government, and other relevant stakeholders;

Solid understanding of the particular considerations and sensitivities necessary in a workplace that includes staff from a wide range of cultural, ethnic and religious backgrounds;

Complete fluency in spoken and written English with additional language skills, particularly in Arabic and French, being a strong asset;

Experience working in the MENA region or in a multicultural/multilingual workplace is a plus.

If you are interested in this opportunity, please send your resume with the subject line **Festival Producer** to jobs@adff.ae by February 1, 2012.