



## POSITION DESCRIPTION

<b>Position Title</b>	Events Coordinator (2 positions available)
<b>Contract Dates</b>	Full time from 25 March 2019 to 20 June 2019
<b>Application Deadline</b>	Tuesday 19 February 2019

The Sydney Film Festival (SFF) is one of the longest running events of its kind in the world. Each year the Festival brings the best new local and international films to audiences in Sydney. As well premiere features from over 60 countries, SFF screens short films, Australian films, documentaries and archive titles. The festival hosts a number of awards to recognize excellence in filmmaking, including the Official Competition, Dendy Awards for Australian Short Films, (which are Academy Award eligible) and Documentary Australia Foundation Documentary Prize.

Sydney Film Festival, now going into its 66th year, occurs over 12 days in June in 10 locations across the Sydney CBD, Cremorne, Randwick and Inner West, screening 350 sessions of over 190 films. The Travelling Film Festival (TFF) operates all year, taking weekend festivals to 19 venues across regional NSW, Queensland and the Northern Territory.

Sydney Film Festival is seeking two Events Coordinator to join its Development and Industry & Guest teams.

## POSITION OVERVIEW

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### Development Events Coordinator

The Development Events Coordinator is responsible for ensuring the delivery of well-organised events for the SFF's corporate and prospective partners taking place prior to and during the 2019 Sydney Film Festival. Responsibilities include managing invitations, finalising catering and venues, and overseeing the smooth running of the event on the night. This role work closely with the Industry Events Coordinator, and liaises with other members of the festival team, particularly Production, Programming, Customer Relations and Philanthropy. This position reports to the Head of Development.

The Development Events Coordinator will:

- Coordinate the company's event schedule, in collaboration with the Industry Events Coordinator, and ensure all events are accurately entered into the database, and that run sheets are prepared for each function.
- Work with relevant managers to ensure accurate and timely compilation of invitation lists and issuing of invitations by set deadlines.
- Manage alcohol (provided by festival partners) within established allocation. This includes managing drinks vouchers and daily reconciliation of alcohol usage.
- Act as Development's day to day liaison with the Hub Producer and event suppliers as required
- Co-ordinate daily usage during the Festival of the VIP Lounge event space, including signage and shared use of space, in collaboration with Hub Producer.
- Ensure relevant invitations are in CEO's and Festival Director's (and other staff as required) diaries and database schedules in collaboration with the Office Manager.
- Determine and coordinate technical and production requirements for any events, in consultation with appropriate managers.
- Record accurate event attendance and event details for reporting purposes.
- Ensure all obligations for signage are met at all SFF events (including sponsor, partner and SFF banners), by creating a schedule, inputting in database and managing delivery.
- Be responsible, in consultation with appropriate managers, for ensuring that events start and finish on time, that guests are greeted on arrival and that catering and service is timely and sufficient.

- Be responsible for ensuring appropriate security, in consultation with appropriate managers, and along with security, catering and bar staff making sure that behaviour of both staff and guests is always appropriate.
- Work with the Head of Development and Philanthropy Manager to ensure attendance lists are prepared on the day prior to each event and provided, along with executive briefings and spotter sheets to key SFF staff and attending SFF board members.

#### Major SFF events: Launch, Opening Night and Closing Night

For these events, the Development Events Coordinator will:

- Prepare and manage event run-sheets in consultation with CEO, Publicity and Production
- Liaise with venue, caterers and other stakeholders
- Manage signage at all events (including scrim and banners) and co-ordinate AV and on-screen requirements with Development and Marketing teams
- Assist with the coordination and preparation of speech notes and official protocol with the Development team, CEO and Festival Administrator
- Liaise with presenters (both internal and external) to ensure all stakeholders have accurate event information
- Work with the Production team to schedule rehearsal times, and ensure smooth and professional running of rehearsals for internal and external presenters
- Work with marketing team to ensure timely delivery of on-screen materials.

#### Other SFF events

For several smaller corporate events, the Development Events Coordinator will:

- Create invitations and manage sign-off process, create guest-list with Development team and other Departments, send invitations and manage RSVPs
- Book and confirm catering arrangements and manage allocation and delivery of alcohol
- Support the Development team and CEO in the delivery of events in the lead up to, and during the Festival.

### **INDUSTRY EVENTS COORDINATOR**

The Industry Events Coordinator is responsible for ensuring the delivery of well-organised film industry focussed events taking place during the 2019 Sydney Film Festival. Responsibilities include managing invitations, finalising catering and venues, and overseeing the smooth running of the event on the night. This role work closely with the Development Events Coordinator, and liaises with other members of the festival team, particularly Production, Programming, Customer Relations and Philanthropy. This position reports to the Industry and Guest Manager.

Examples of events with the remit of the Industry Events Coordinator:

- Jury lunches and dinners
- Filmmaker lunches and dinners
- Facilitating Green Room or specific guest requirements
- Receptions hosted by industry bodies (including those at the Festival Hub)
- Post-screening events associated with Australian films (filmmaker, distribution and cultural organisations)
- Event hosted at external locations including private homes.
- City of Sydney Community screening
- Function for Dendy Awards finalists
- Screen Australian Indigenous Department function
- Industry workshops
- Talks program requirements.

Key tasks of the Industry Events Coordinator pertaining to the above listed events

- Adhering to budgets

- Negotiating, confirming and liaising with venues
- Determining technical requirements in collaboration with Operations Manager
- Securing entertainment where required for any of the above listed events e.g. music, DJs
- Negotiating, confirming and liaising with catering suppliers
- Creating invitation lists for the above listed events and coordination of invitee requirements from other Departments
- Preparing and sending invitations
- Maintaining RSVP list
- Liaise on board attendance with Philanthropy Manager
- Crafting run orders for above listed events
- Confirming speakers, providing notes where required
- Liaison with partners and 3rd parties. Confirm protocol for any above listed funding body events
- Seating plans at dinners
- Liaising with dining partners regarding filmmaker dinners.
- Point person for each of the above listed events

## KEY SELECTION CRITERIA

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### Essential

- Experience in event management
- Excellent standard of oral and written communication skills
- Personable and confident, with good interpersonal skills and ability to deal with people at all levels
- Highly organised with the ability to manage multiple tasks simultaneously in an environment with strict deadlines
- High standard of attention to detail and follow-through on multiple projects
- Ability to work efficiently and calmly under pressure in a busy festival environment
- Ability to work as part of a team, take direction and show initiative
- Strong computer skills and proficiency with the Microsoft Office suite
- A flexible attitude to working hours particularly during the festival period.

### Desirable

- Experience in an arts or cultural organisation
- Experience with databases including Filemaker Pro or Eventival, Mailchimp, In-Design and/or Photoshop
- An interest in film and the film industry
- Previous experience working with government funding bodies

## CORE COMPETENCIES

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- **Team Focus:** Is committed and skilled at working with and assisting others to achieve positive outcomes
- **Flexible:** Demonstrates a willingness to take on new challenges, roles and responsibilities and adapt positively to changing working conditions and priorities
- **Self-starting:** Highly motivated to achieve, shows initiative and acts proactively to deliver excellent results without directive supervision
- **Interpersonal:** Skilled at building rapport, understanding others needs and developing effective working relationships
- **Resilience:** Able to persist and deliver when faced with challenges and bounces back quickly from setbacks.

## APPLICATION PROCESS

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Please send your CV and a tailored covering letter to [christina.chiam@sff.org.au](mailto:christina.chiam@sff.org.au) outlining why you would like to work at SFF and how your experience relates to the selection criteria. **Applications close at 5pm on Tuesday 19 February 2019.**