



POSITION DESCRIPTION

Position Title	In-House Designer
Reporting to	Marketing Manager
Salary	\$50,000 pro-rata
Contract Dates	08 April – 16 June 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 300 films. The Travelling Film Festival (TFF) operates all year, taking weekend festivals to 19 venues across regional NSW, Queensland and the Northern Territory.

OVERVIEW OF THE POSITION

The In-House Designer is responsible for creating invitations, advertisements and other visual materials for use in both print and online, using Adobe Creative Suite and other software as required.

The position working alongside the official SFF Design Agency, For the People, who work off-site. This position will take signed off templates created by TFP and populate them with content according to agreed guidelines (copy, images and design elements).

The key tasks and responsibilities of the In-House Designer are:

ADVERTISING (Print)

- Adding copy, images and date/time/venue/etc for template-based ads for print publications including the SMH, street press and magazines of various formats and spec requirements, sometimes to very tight deadlines (distress advertising).
- Creation of multiple mini-guides
- Creation of print materials including simple signage for SFF screening and event venues.

ADVERTISING (Online)

- Creating banners, towers, headers, GIFS, leaderboards and other format online advertisements for use on third-party websites/eNewsletters according to agreed templates and parameters.
- Creating Social Media advertising for use across all SFF SM channels.
- Creating Home Page Tiles, Page Headers and other graphic devices as required for use on SFF website.
- Creating or reformatting lead, secondary and story images for SFF eNewsletter.

INVITATIONS

- Create invitations for a wide range of SFF events including Program Launch, Opening & Closing Nights, Development and Philanthropy using agreed templates and design elements.

SLIDES & PRESENTATIONS

- Create slides for use in Powerpoint and Keynote presentations as required for all departments.

KEY SELECTION CRITERIA

Essential

- Attention to detail, with strong organisational and time management skills.
- Excellent skills in Photoshop, Illustrator and InDesign.
- Demonstrated ability to plan, prioritise and meet strict deadlines.
- Relevant experience in the arts or entertainment or within an advertising, design or media agency.
- Experience of working as part of a team in a busy event environment.
- A flexible attitude to working hours.

Desirable

- Previous experience working in events in the arts or a cultural organization.
- An interest in film.
- Experience of HTML, Flash and other online design software.

CORE COMPETENCIES

- **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.