

## **FESTIVAL ADMINISTRATION COORDINATOR**

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|----------------------------|------------------------------------|
| <b>Position title:</b>     | Festival Administrator             |
| <b>Direct Reporting to</b> | Finance and Administration Manager |
| <b>Line Reporting to:</b>  | Travelling Film Festival Manager   |
| <b>Position Duration:</b>  | 6-month contract, full time        |
| <b>Remuneration:</b>       | \$57,000 per annum                 |

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 as premiering features from over forty countries, including Australia, SFF screens short films, documentaries and retrospective titles. The festival hosts a number awards to recognise excellence in filmmaking, including the Official Competition, Dendy Awards for Australian Short Films, (which are Academy Award eligible) and Documentary Australia Foundation Documentary Prize.

The Travelling Film Festival (TFF), presented by the SFF, is one of Australia's longest running touring events and is Australia's longest running touring film festival. The TFF presents a specially curated program of features, documentaries and short films to around 18 communities in regional Australia (New South Wales, Northern Territory and Queensland).

### **OVERVIEW OF THE POSITION**

The Festival Administration Coordinator is responsible for the day to day support of the office environment and maintaining the systems and processes necessary for smooth functioning of that environment. The role provides administration and logistics support for the Travelling Film Festival Manager and helps to oversee the TFF Interns.

#### Key Responsibilities

##### Office

- Administration and office support for the staff, CEO and board
- Reception
- Festival staff onboarding, basic induction and exit management
- Office facilities and amenities
- Office equipment management

##### Travelling Film Festival

- Administrative support for the Travelling Film Festival Manager
- Travel arrangements
- Materials Delivery & freight co-ordination
- Oversight of intern

## **FESTIVAL ADMINISTRATION COORDINATOR DETAILED JOB DESCRIPTION**

### Administrative Support for the team

- Reception: assisting visitors and ensuring security
- Answering and referring telephone enquiries
- Maintaining and distributing staff contact lists
- Manage company email profile and correspondence
- Assist with placement of advertisements for staff positions

### Executive Support for the CEO, Board and committees

- Diary management for the CEO
- Meeting regularly with CEO to update calendar, upcoming events and agendas
- Collation, circulation and preparation of monthly Board reports for review by the CEO
- Organising meetings and staff events, including Board and Committee meetings, and the annual planning day.
- Organising SFF AGM, in liaison with Finance Manager

### Festival Duties

- Diary management for the CEO, Festival Director and Head of Programs
- Working with the CEO to send invitations to select government officials for key Festival events. Liaison between SFF staff and government offices in relation to Festival event arrangements.
- Organising set up of the production office
- Taking and circulating minutes for daily production meetings
- Assisting with development events as required
- Organising a post-festival debrief for all staff

### IT Support, with assistance of eNerds

- Organising the set up and maintenance by QBT of all computers and phones, including conference phone
- Coordinating set up and packing down ramp-up area computers and phones
- Set up email addresses, software access and new computers
- Maintaining accurate listing of all hardware and software in use (computer asset register)
- Organising purchase of new devices internally and with QBT

### Office Maintenance

- Maintaining tidiness of all staff areas particularly the kitchen and office area
- Keeping storage areas (including offsite) organised, particularly in the lead up to SFF
- Ensuring that archival matter stored is organised and good condition and that materials reaching their destruction date are removed/destroyed.

### Financial

- Managing the petty cash needs of the business for all expenses less than \$50.
- Reconciling petty cash on a monthly basis
- Preparing credit card reconciliation for the Finance Manager

- Banking as needed for Finance Manager
- Managing office EFTPOS machine and preparing a monthly reconciliation of receipts

#### Cabcharge

- Ordering, issuing and accounting Cabcharge vouchers according to SFF policy, maintaining security at all times
- Cancelling unused vouchers following annual SFF

#### Couriers and Mail

- Distributing incoming mail
- Completing Australia Post forms for outgoing mail
- Organising mail delivery times, and couriers, as required
- Taking receipt of all office deliveries
- Order postal stationery

#### Building Management

- Liaising with building management company including communicating and resolving issues that arise
- Undertaking Fire Warden training and communicating necessary information to staff
- Issuing, and keeping an accurate listing, of all building access keys and access levels.

#### Liaising with other tenants

- Maintaining regular contact with other tenants - particularly in respect of shared service areas
- Maintaining SFF use of shared calendars for facilities such as the meeting rooms on the ground floor
- Organising and booking meetings in common areas, as required
- Organising occasional social occasions with other tenants

#### Staff Induction training

- All new staff to be given initial induction including training in: telephones, festival timelines, premises, official equipment and computer protocols.

#### Staff Meetings

- Convening weekly staff meetings, including preparation and circulation of agenda, minutes and action list (in consultation with CEO) and setting up meeting room or online meeting invitation.

#### Stationery and Kitchen Supplies

- Responsible for ordering office stationery and kitchen supplies
- Organising after hours catering as required

### **TRAVELLING FILM FESTIVAL**

#### Role structure:

- Reporting to the Finance Manager
- Reporting to the TFF Manager on TFF-related tasks

Responsibilities in relation to annual touring program:

- Administration, including creating booking forms and managing projection schedules)
- Materials delivery
- Travel arrangements
- Overseeing TFF interns (with Marketing Manager)

Accountabilities:

- Documentation relating to operational elements
- Opening night arrangements
- Classification
- Guest and staff travel