

SYDNEY FILM FESTIVAL

POSITION DESCRIPTION

Position Title	INDUSTRY EVENTS COORDINATOR
Reporting to	REPORTS TO INDUSTRY AND GUEST MANAGER
Contract Dates	17 APRIL TO 26 JUNE
Hours of Work	5 days per week, Monday to Friday, and all festival dates.
Remuneration	57,000,000 +10.5% Superannuation contribution

OVERVIEW OF THE POSITION

The Industry Events Coordinator is responsible for ensuring the delivery of well-organised film industry focussed events taking place during the Sydney Film Festival. This role is responsible for all aspects of the event from managing invitations, finalising catering and venues, and overseeing the smooth running of the event on the night.

The Industry Events Coordinator reports to the Industry Manager and liaises directly with the Development Events Coordinator and other members of the festival team, particularly Production, Programming, Customer Relations and Development Managers.

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

- 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)
- Assist is the Industry Talks program delivery.
- Function for Dendy Awards finalists
- Screen Australian Indigenous Department function
- Industry workshops and networking events.

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

- Adhering to budgets

- Negotiating, confirming and liaising with venues
- Determining technical requirements in collaboration with Production Manager
- Securing entertainment where required for any of the above listed events – e.g. music, performance, 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
- Assisting Industry and Guest Manager with delivery of Talks program
- Assisting the guest team with other small events that may arise during the festival.

KEY SELECTION CRITERIA

ESSENTIAL

- Attention to detail, with strong organisational and time management skills
- Demonstrated ability to plan, prioritise and meet strict deadlines
- Experience of working as part of a team in a busy event environment
- Excellent oral and written communications skills, including proofing ability
- A flexible attitude to working hours
- Experience of working in databases (Eventival) (Salesforce) and spreadsheets (Excel) in an office environment

DESIRABLE

- Experience of working in Festivals
- Understanding of technical aspects of conference production.
- Experience of managing budgets
- Experience in hospitality and event delivery

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

To apply

Applicants must include a cover letter addressing the selection criteria and your suitability for the role along with a current CV to info@sff.org.au

Enquiries: lisa@sff.org.au

Applications close 25th January 2023

Interviews to commence shortly after application closing date

SFF is an inclusive workplace and encourages applicants of all abilities and backgrounds.