

SYDNEY FILM FESTIVAL

Production Coordinator

Position Title	Production Coordinator
Reporting to	Head of Operations
Contract Dates	01 May – 22 June 2023
Hours of Work	5 days per week, Monday to Friday, 9am – 5pm with an understanding that Festival work will require some out of hours work which is considered for in the remuneration. This role is based in The Rocks, Sydney.
Remuneration	54,000 pa (pro rata) +10.5% Superannuation contribution

The Sydney Film Festival (SFF) is one of the longest running events of its kind in the world.

The annual June Festival brings the best new films from Australia and around the world to audiences in Sydney. As well as 250+ features, shorts, retros, and documentaries from over 50 countries across 350+ sessions at around eight Sydney-wide venues across 12 days. The Festival is celebrating its 70th Festival in 2023 between 7 – 18 June.

The Festival hosts several awards to recognise excellence in filmmaking, including the Official Competition, Documentary Australia Foundation Award for Australian Documentary, and Dendy Awards for Australian Short Films (which are Academy Award eligible) incorporating fiction, animation, and screenplay categories.

SFF also presents the Travelling Film Festival, taking mini festivals to 19 venues across regional NSW, the Northern Territory and regional Queensland. SFF receives funding from federal, state, and local government, corporate sponsorship, and philanthropic donations.

Sydney Film Festival is seeking Production Coordinator to join its Operations team.

OVERVIEW OF THE POSITION

The Production Coordinator will work with the Head of Operations to assist with the sourcing and installation of all equipment to run the festival, assisting with the preparation of schedules, budgets and run sheets for screenings and any associated special events, such as red carpets and talks. The role will also involve liaising with external suppliers, keeping venues and Venue Coordinators closely informed of events in their venue, liaising with ticketing providers re installation of ticketing equipment, and preparation of standard operating procedures in each venue.

In addition, the Production Coordinator will assist the Head of Operations with the setup and coordination of our temporary production office and assist Venue Coordinators with day-to-day activities, including the preparation of daily venue and projection schedules and reports.

The responsibilities of the Production Coordinator are:

- Assist with the execution of the Program Launch for the Festival

Sydney Film Festival

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- Prepare and collate the venue coordinator information packs
- Participate in venue coordinator and volunteer briefings
- Maintain the venue and venue coordinator handbooks, obtaining and updating the necessary information from venues as required
- Assist with keeping venues/venue managers closely informed of events in their venue, assisting venue coordinators with day-to-day activities where required
- Prepare daily venue reports required for each venue
- Maintain data in the Eventival Database corresponding to production contacts, schedules and technical details
- Support the Head of Operations in the preparation of daily schedules for the Festival Hub, including the full production schedule and program of events
- Coordinate media wall changes as required by the festival and its sponsors
- Assist with the smooth running of red carpet events including scheduling, security, liaising with guest team and publicity
- Assist with the maintenance of health and safety guidelines in each of the venues
- Assist Ticketing Manager coordinate external suppliers with setup of box office at George Street, State Theatre and all other respective venues
- Obtain quotes from suppliers, create purchase orders, process and record invoices
- Attend daily production and event meetings during the festival period;
- Prepare a post-Festival report summarising activities, recommending improvements for future festivals.
- Other such production support services as may be required if agreed to by both parties

KEY SELECTION CRITERIA

Essential

- Demonstrated experience in event production administration and coordination
- The ability to effectively manage time in a multiple task environment with strict deadlines
- Good customer service skills, coupled with a highly organised nature and good attention to detail
- Experience working within a team, including both staff and volunteers
- Experience working in a variety of venues and locations where activities are occurring simultaneously
- Excellent oral and written communications skills
- A good understanding of event budgeting and finance procedures
- A good understanding of general workplace health and safety procedures and requirements for events
- Able to work unsupervised, taking the initiative and responsibility
- Computer systems experience using Microsoft Office, Excel and other database systems
- A flexible attitude to working hours
- Cool, calm and collected
- Current driver's licence

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Desirable

- Experience of cinema ushering, front of house or box office management
- Basic working knowledge of lighting, video projection and audio requirements of live events
- Experience using “deputy” software
- Previous experience working at the State Theatre or a cinema venue
- Previous experience working in events in the arts or a cultural organisation
- An interest in film and the film industry

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.
- **Resilience:** Able to persist and deliver when faced with challenges and bounces back quickly from setbacks.

TO APPLY

Please send your CV and cover letter addressing the selection criteria and your suitability for the role to info@sff.org.au. Applicants may apply for any or all roles.

Applications close Saturday 1st of April 2023.

Interviews to commence shortly after application closing date SFF is an inclusive workplace and encourages applicants of all abilities and backgrounds.