

# SYDNEY FILM FESTIVAL

## POSITION DESCRIPTION

<b>Role Title:</b>	Operations & Events Manager	
<b>Department:</b>	Operations & Events	
	<b>Reporting to:</b>	Head of Operations & Events
	<b>Direct reports:</b>	Venue Supervisors, Venue Co-Ordinators, Accessibility Co-Ordinators.
<b>Contract Dates</b>	Part Time* – 3 Days per week March until April 15 <sup>th</sup> 2024, then; Full Time – from Monday 15 <sup>th</sup> April until Friday 21 <sup>st</sup> June 2024.  <i>*Part-time dates negotiable pending your availability.</i>	
<b>Salary</b>	\$65,000k + Super (Pro Rata)	
<b>Application Dates</b>	To apply for the position, please send your CV and a cover letter addressing the key selection criteria, and your suitability for the role to Brock Taffe – Head of Operations & Events at <a href="mailto:info@sff.org.au">info@sff.org.au</a> by <b>26<sup>th</sup> March 2024</b> .	

### Organisation:

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. It also has 250+ features, shorts, retros, and documentaries from over 50 countries and 350+ sessions at around eight Sydney-wide venues over 12 days. The Festival celebrates its 71<sup>st</sup> Festival in 2024 between 5 – 16 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 governments, as well as corporate sponsorship and philanthropic donations.

### Purpose:

Reporting to the Head of Operations & Events, the Operations & Events Manager is a crucial management and coordination position in the Operations & Events Team, with key departmental and stakeholder coordination with Ticketing, Volunteers, Venues, Suppliers, and Production to deliver the 71<sup>st</sup> Sydney Film Festival. This position is primarily responsible for the smooth operation and execution of the Festival's screening venues, including front-of-house and back-of-house operations. This position will also support the Festival's programs, screenings, briefings, red carpets, talks, production, production office, and Major Events, including the Festival Launch, The Festival Hub, SFFTV, Opening & Closing Night Galas, Parties & Awards. The role will also involve liaising with external suppliers and stakeholders, keeping SFF's venues and Venue Coordinators closely informed of events and sessions by preparing daily venue and projection schedules and reports, liaising with ticketing providers for the installation of ticketing equipment, and preparation of standard operating procedures and training in each venue. As part of the execution and operation of the festival's venues, this role will assist the Head of Operations in hiring, training, and managing the festival Venue Supervisors, Venue Co-Ordinators, and Accessibility Co-Ordinators.

### Accountabilities and duties:

The following is an outline of key duties:

- Assist with the execution of Box Office Installations, Red Carpet Events, Media Wall installations, Sponsor Activations, Industry Talks & Events, and Major Events; including liaising with stakeholders, such as Venues, Security, Guest Team, and Publicity to ensure smooth delivery, and provide other such production support services as required to execute the events.

- Revise, prepare and collate with the Head of Operations & Events, Production Kits, Daily Venue & Projection Reports, Venue Co-Ordination Packs, Handbooks, Venue Bibles, and Event Plans, in collaboration with key stakeholders and suppliers.
- Co-Ordinate Venue Co-Ordination Briefings, Venue Inductions, Accessibility and Technical Assessments, and provide production assistance on the Volunteer Briefings.
- Assist with keeping venues and their stakeholders closely informed of events and sessions in their venues, assisting venue managers, coordinators, supervisors and volunteers with day-to-day activities where required.
- Maintain data in the Festival Databases corresponding to production contacts, events, schedules and technical details for each session or major event.
- Support the Head of Operations & Events and Assistant Production Manager in the preparation of daily schedules for the Festival Hub and SFFTV, including the full production schedule and program of events.
- Assist with the maintenance and implementation of occupational health and safety guidelines in each of the venues.
- Assist the Ticketing & Marketing team and Head of Operations in coordinating external suppliers with setup of Box Office at George Street, SFFTV, 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.
- This role does not have any financial delegation. A high level of creativity, judgement and relationship management is required to fulfil these duties.

Key Major Events (TBC) – Events, dates and times are subject to change.	
Dates (TBC)	Item
Thu, 2nd May 2024	Venue Co-Ordinator Briefing & Accessibility Training
Tues, 7th May 2024	Program Launch
Wed, 15th May 2024	Volunteer Briefing
Wed, 5th June 2024	Opening Night Gala, Reception, After-Party
Wed, 5th to Sun 16th June 2024	SFFTV
Wed, 5th to Sun 16th June 2024	The Festival Hub
Sun 16th June 2024	Closing Night Gala, Awards & After-Party

### Key Selection Criteria

#### Essential

- Demonstrated experience in event production, venue management, administration and coordination.
- Demonstrated experience in cinema ushering, front-of-house or box-office management.
- Demonstrated experience in Stage Management, Talent Management, Volunteer Management.
- Good working knowledge of lighting, video projection and audio requirements of live events.
- Experience using rostering software and databases to roster, communicate and report on events staffing and volunteers.
- The ability to effectively manage time in a multiple-task environment with strict deadlines.
- Excellent customer service skills, a highly organised nature and good attention to detail.
- Experience working within a team, including stakeholders, suppliers, event agencies, staff and volunteers.
- Experience working in various venues and locations where activities are occurring simultaneously.
- Excellent oral and written communication skills.
- A good understanding of event budgeting and finance procedures.
- A good understanding of workplace health and safety procedures and requirements for events.
- A good understanding using Microsoft Office, Excel and other database systems.
- A flexible attitude to working hours.
- Current driver's licence.

#### Desirable

- White Card, Working with Children Check, First Aid Certificate.
- 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
<ul style="list-style-type: none"> <li>• <i>Team Focus:</i> Is committed and skilled at working with and assisting others to achieve positive outcomes.</li> <li>• <i>Flexible:</i> Demonstrates a willingness to take on new challenges roles and responsibilities and adapt positively to changing working conditions and priorities.</li> <li>• <i>Self-Starting:</i> Highly motivated to achieve, shows initiative and acts proactively to deliver excellent results without directive supervision.</li> <li>• <i>Interpersonal:</i> Skilled at building rapport, understanding others needs and developing effective working relationships.</li> <li>• <i>Resilience:</i> Able to persist and deliver when faced with challenges and bounces back quickly from setbacks.</li> </ul>

Key Stakeholders				
	Daily	Frequent	Periodic	Occasional
<b>Internal</b>	SFF Ticketing Dept. SFF Volunteer Dept.	SFF Industry Venue Co-Ordinators Venue Supervisors	SFF Other Depts.	SFF Executive
<b>External</b>		Venue Staff	Event Contractors Event Suppliers Ticketing Provider	