

# SYDNEY FILM FESTIVAL

## POSITION DESCRIPTION

<b>Role Title:</b>	Operations & Events Intern
<b>Department:</b>	Operations & Events
<b>Reporting to:</b>	Operations & Events Manager (0.5), Volunteer Coordinator (0.5)
<b>Key Dates:</b>	13 May – 20 June, 2024 2 to 3 days per week – flexible to include evenings and weekends
<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 <b>Brock Taffe – Head of Operations &amp; Events</b> at <a href="mailto:info@sff.org.au">info@sff.org.au</a> by <b>Wednesday 8 May</b> .
<b>Key Dates:</b>	5 – 16 June, 2024 Festival Dates

### 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 70 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, First Nations Award 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.

### Learning Objectives:

As an Operations & Events Intern you will be assisting with the coordination of the Festival's Events, Operations, and the Volunteer program.

You will intern closely with all staff to prepare production documentation, scripts, invitations, assist onsite at events, assist with the volunteer program & support the smooth operation of events during the festival.

You will learn and grow within a fast-paced environment, as part of major events and festival-wide operations. You will develop skills and tools to work across multiple tasks and areas of festival production and delivery.

### Accountabilities and duties:

Duties include:

- Office admin: Including use of Excel, Databases, and Email Correspondence.
- Record Keeping: Maintain accurate records, including contact information.
- Assist with the planning and coordination of printing reports, proofing production documentation, run sheets, spotters' sheets, RSVP invitations, signage plans and catering requirements.
- Assist with the coordination of volunteer program.
- Support and allocate tasks to volunteers.
- Support the Industry & Guest team to assist with guest arrivals.
- Work closely with the Operations team to support the smooth running of the festival venues.
- Assist with the delivery of Events, Rehearsals, Opening & Closing Nights.

Intern Selection Criteria
<ul style="list-style-type: none"> <li>• Interest in Operations and Events – including Production, Event Management, Volunteer Coordination.</li> <li>• Undertaking study in relevant fields.</li> <li>• Eagerness to learn and grow.</li> <li>• The ability to effectively communicate with volunteers, staff, crew.</li> <li>• Possess strong interpersonal skills to build positive relationships.</li> <li>• Is detail-oriented for thorough record-keeping.</li> <li>• Works well both independently and in collaboration with a team.</li> <li>• Flexible, organised, open to problem-solving.</li> </ul>

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
Internal	Ops & Events Team	Guest & Industry Team Box Office & Ticketing	Venue Supervisors Venue Coordinators	
External		Volunteers	Venue Staff	