

POSITION DESCRIPTION

Position Title: Head of Programs

Reporting to: Festival Director

Position: Permanent, based in Festival offices in The Rocks, Sydney
5 days per week, Monday to Friday 9am-5pm. In busy periods, evening or weekend work will be required.

Remuneration: Salary range \$95,000 to \$115,000 - commensurate with experience.

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 films from around the world to audiences in Sydney in June. SFF screens features, documentaries, shorts, and retrospective titles at venues across central Sydney, from around 60 countries, including Australian productions. The festival hosts several awards to recognise excellence in filmmaking, including the Official Competition, First Nations, Sustainable Future and Documentary Australia Awards and the Dendy Awards for Australian Short Films.

OVERVIEW OF THE POSITION

The primary role of the Head of Programs is to work with the Festival Director to craft the annual film festival program to the highest standard, to implement the SFF program to budget and to manage external film stakeholder relationships. The Head of Programs guides the position of Program Manager and liaises with the Guest & Industry Manager.

The Head of Programs is responsible for:

SUBMISSIONS AND PLANNING

- Managing submissions to annual festival (via FilmFreeway) and related correspondence (with support of Program Manager), and liaising with SFF marketing on call for entries.
- In consultation with Festival Director and SFF team, preparing programming structure and timelines, and meeting key deadlines.
- In consultation with Festival Director, appointing Curators and Film Advisory Panellists (FAPs), tracking expenditure, managing previewing and monitoring progress.
- Connecting with local and international film industry organisations, gathering information on upcoming productions and initiatives.

FILM PROCUREMENT

- Manage Eventual database (with support of Program Manager); tracking film submissions and programming progress.
- At request of Festival Director, sending formal invitations to selected films, preparing detailed presentation plans for specific titles (with support of SFF Marketing), tracking invitation progress against deadlines, and negotiating rights, materials, screening fees and inclusion in SFF announcements.
- On receipt of each title's confirmation, looping in SFF team in relation to marketing materials, publicity and screening materials.
- Preparing program progress reports for regular staff meetings and monthly Board reports.

SYDNEY FILM FESTIVAL

FILM PROGRAMMING

- In consultation with Festival Director, researching potential festival titles, viewing links and previewing titles as required.
- Attending local and/or overseas film festivals as SFF representative, including viewing and assessing titles and attending meetings and functions.
- In consultation with Festival Director, selecting films for the festival program.

FESTIVAL PRESENTATION

- Liaising with Head of Production on venue schedules and contracts.
- With Festival Director, team members and outside advisors, crafting June programming schedule, factoring in technical requirements, introductions and Q&As.
- Advising film providers of screening dates/times/venues and revising schedule as needed.
- Overseeing the work of Program Manager in relation to film material delivery and KDMs.
- Liaising with Classification Board and overseeing classification submissions (undertaken by Program Manager)
- Liaising with Program Manager, production team and venues on technical checks.
- Contributing to planning for key events such as Opening & Closing.
- Allocating complimentary tickets to distributors, curators, FAPs and industry contacts and contributing to invitation lists in liaison with the Guest & Industry Manager.
- Crosschecking TVC scheduling, ensuring no mismatches in terms of content.
- Introducing screenings and moderating Q&A sessions.

PROGRAM GUIDE AND WEBSITE

- Liaising with Festival Director on contracting and allocating titles to copywriters.
- As required by Festival Director, writing copy for program guide/website.
- Proofreading program guide/website, including credits.
- Keeping SFF Team informed of any content changes post-SFF launch.

REPORTING

- Monitoring screening fee and film delivery budget, issuing box office reports and checking against invoices, in liaison with Finance team.
- Preparing event reports for film providers and other program supporters.
- Constantly monitor deadlines and milestones and liaise with Curators and Festival Director to ensure festival program comes together in a timely manner.
- Contribute to strategic planning and to the annual budgeting process.

The Head of Programs is a key member of a small team and must be self-starting and proactive in their approach to work, able to multitask and possess excellent skills in organisation and attention to detail. The successful candidate will possess the communication skills required to liaise with stakeholders at all levels, including staff, audience, distributors, suppliers and contractors.

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KEY SELECTION CRITERIA

Essential

- At least 5 years' experience at significant international film festivals.
- At least 5 years' experience in film festival programming/program administration.
- Demonstrated knowledge of world cinema and related industries.
- Track record in negotiating and maintaining industry relationships.
- A keen eye for detail and accuracy.
- Capable of working as part of a team in a busy office environment and being a team leader.
- Excellent computer skills including databases and Microsoft Office. Experience in Eventual advantageous.
- Excellent oral and written communications skills including proof reading skills and capacity to produce good copy under pressure.
- Excellent organisational and multi-tasking skills, with the ability to budget, plan, prioritise and meet deadlines.
- Excellent stakeholder relations, collaborative and relationship management skills.
- A flexible attitude to working hours.
- The ability to work under pressure, steadily and with accuracy.
- Valid Australian Working Rights at this time.

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.

All candidates must address the selection criteria in their cover letter (no more than two pages) and provide a current Curriculum Vitae.

Applications close 2nd August 2024 COB and should be sent to info@sff.org.au with the position titles as the subject. Applications should not be sent via a LinkedIn portal. Interviews are to be held the week beginning 19th August. All enquires to Lisa Kitching lisa@sff.org.au