

SYDNEY FILM FESTIVAL

POSITION DESCRIPTION

Position Title: Program Manager

Reporting To: Head of Programs

Position: Permanent, Full-Time, based in the Festival Office, The Rocks, NSW
5 days a week, Monday-Friday 9-5pm

Remuneration: \$70,000 plus superannuation

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, short films, 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 Program Manager is to work with the Head of Programs in managing film entries for the Sydney Film Festival and assist with the day-to-day responsibilities of the Programming department. A core focus for the Program Manager is to manage all screening materials and cinema presentations of the annual event in June.

The Program Manager is responsible for:

FESTIVAL SUBMISSIONS AND ENTRIES

- Process all submissions to the festival ensuring each entry's eligibility and functionality for previewing via Film Freeway.
- Manage the Festival's database via Eventival.
- Respond to day-to-day general emails and submission queries to the festival office.
- Disseminate submission information to industry and key organisations to promote the festival and call for entries.
- Manage the distribution of entries to the team's programmers and Film Advisory Panellists.
- Collate selection feedback and report to the Festival Director and Head of Programs.

SCREENING MATERIALS AND FESTIVAL PRESENTATION

- Manage all physical shipping and/or digital deliveries (including KDMs) of screening materials for all in-cinema content – including pre-show TVCs and slides.
- Meticulously track the delivery progress for all films, including pre-festival DCP testing and/or conversions with Silver Trak Digital.
- Coordinate with the SFF Freight Handler on the logistics and safe arrival of DCP hard drives and/or film prints to each screening before respective screenings.

- Liaise with each screening venue, projectionists, content providers, technical facilities/labs (Deluxe/JORR) and the SFF Technical Consultants to ensure the highest standard of screening presentation.
- Coordinate the production of Captioning and Audio Description (via 3 Play Media) for certain titles and investigate the availability of accessible options for potential screenings.
- Prepare and work with the Partnerships Manager to facilitate the scheduling of in-cinema, preshow content.
- Prepare projection runsheets and troubleshoot any technical issues as they arise, with the assistance of the Head of Programs and SFF Technical Consultants.
- As instructed by the Head of Programs, coordinate any necessary production or guest technical checks – this may include early mornings or late nights depending on venue availability.

PROGRAMMING

- With the Festival Director, Head of Programs, and other advisors, consult on the June programming schedule, factoring in technical and accessibility requirements.
- Assist the Head of Programs to advise film providers of screening dates/times/venues.
- As required, conduct Programming research on potential titles and secure screener links as instructed by the Festival Director and/or Head of Programs.
- As required, preview films and provide feedback on submissions.
- As required, may introduce screenings and filmmaker guests and moderate Q&A sessions.

PROGRAM GUIDE AND WEBSITE

- Work closely with the Publications and Credits Coordinators to cross-check, input, and proof credits for all film titles in the program guide/website.
- With the Head of Programs, register the festival program with the Classification Board.
- As required by the Festival Director and Head of Programs, may write copy for program guide/website.

ADDITIONAL TASKS

- Complete database entry and/or clean-up and produce effective exports.
- Contribute to post-festival administration and reporting.
- Calculate programming or schedule statistics.
- Contribute to off-season planning and research.

The Program Manager 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, suppliers, and contractors.

KEY SELECTION CRITERIA

Essential

- Strong understanding of film technical requirements and DCP/file formats.
- Successful track record in projection and screening presentations.
- Demonstrated knowledge of film festivals, world cinema and related international and Australian industries.
- Strong administrative and IT skills with Microsoft, Dropbox, and other office software, with an understanding of Windows and Mac operating systems.
- Experience with using office and event databases.
- Experience with FedEx and TNT shipping providers.
- Capable of working as part of a team in a busy office environment.
- Excellent interpersonal, oral, and written communications skills.
- Excellent organisational and multi-tasking skills, with the ability to plan, prioritise and meet deadlines.
- The ability to work under pressure, steadily and with a keen eye for detail and accuracy.
- A flexible attitude to working hours.

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 without a cover letter will not be eligible.

Applications close Wednesday 16th October 2024 at COB and should be sent to info@sff.org.au with the position title as the subject. Applications should not be sent via a LinkedIn portal.

Interviews are to be held on Friday 18th October and Monday 21st October with the position to start in late November. All enquiries can be directed to Justin Martyniuk via email: justin.martyniuk@sff.org.au.