

SYDNEY FILM FESTIVAL

POSITION DESCRIPTION

Role Title:	Operations & Events Coordinator	
Department:	Operations & Events	
	Reporting to:	Head of Operations & Events (0.5), Operations & Events Producer (0.5)
	Direct reports:	
Contract Dates	Full Time – Wednesday 16 th April until Friday 20 th June 2025.	
Salary	\$60,000k + Super (Pro Rata)	
Application Dates	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 info@sff.org.au by Friday 21st February 2025 .	

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 72nd Festival in 2025 between 4 – 15 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, Sustainable Future 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.

Purpose:

Reporting to the Head of Operations & Events and Operations & Events Producer, the Operations & Events Co-ordinator is a key position in the Operations & Events Team. The Role is responsible for coordinating the Festival's Major Events.

The role is primarily responsible for back-of-house operations at the Festivals Events. It will support the Festival's programs, screenings, briefings, red carpets, talks, and production, including the Festival Launch, Festival Hub, SFFTV, Opening and Closing Night galas, parties, and awards.

Day to day responsibilities include assisting the Ops & Events team in updating run sheets, engaging and managing stage crew and suppliers, confirming catering requirements, managing invitations/guest lists, preparing VIP and Event Briefs, coordinating volunteers, and acting as a key liaison between suppliers and talent.

With key departmental and stakeholder coordination with SFF Staff, Ticketing, Volunteers, Venues, Suppliers, and Production

The position will involve liaising with external and internal stakeholders, keeping SFF's Operations & Events Team, Ticketing Team, Industry and Guest Team, and Venue Coordinators closely informed of the event briefings and progress, and updating daily venue schedules and reports. It will also involve following the direction and best practice recommendations of SFF's internal stakeholders and liaising on their event requirements, including assisting with preparing standard operating procedures and Event Plans.

Accountabilities and duties:

The following is an outline of key duties:

Runsheet and Event Briefings

- Coordinate SFF's event schedule, in collaboration with the Head of Operations, Industry Events Coordinator, and Operations & Events Manager, ensuring all events are accurately entered into the database, and that run sheets are prepared for each function.

- Work with relevant managers to ensure accurate and timely compilation of invitation lists and issuing of invitations by set deadlines.

Festival

- Manage alcohol stock (provided by Festival partners) within established allocation, lead by the Partnerships Co-Ordinator, and in collaboration with the Industry & Guest Co-Ordinator. This includes managing drinks vouchers and daily reconciliation of alcohol usage for Major Events.
- Act as SFF's day to day liaison with the Assistant Production Manager for The Hub and other Major Events with event suppliers as required.
- Co-ordinate banner and wayfinding signage requirements for The Hub and in collaboration with the Campaign Manager, Assistant Production Manager, and the Operations & Events Manager for the Festivals Venues.
- in collaboration with the Festival Administrator, ensure relevant invitations are in CEO's and Festival Director's (and other staff as required) diaries and database schedules
- Determine technical and production requirements for events, in consultation with Head of Operations and other colleagues where appropriate.
- Record and report on accurate event attendance and event details for reporting purposes where required, in co-ordination with the Ops & Events team.
- Ensure all obligations for signage are met at all SFF events by creating a schedule, inputting in database and managing delivery in co-ordination with the Operations & Events Manager. This includes working with the Partnerships Coordinator who manages the sponsor and partner signage.
- Be responsible, in consultation with appropriate managers, for ensuring that events start and finish on time, that guests are greeted on arrival and that catering, and service is timely and sufficient.
- Be responsible for ensuring appropriate security, in consultation with appropriate managers, and along with security, catering and bar staff making sure that behaviour of both staff and guests is always appropriate.
- Work with the Head of Partnerships and Industry & Guest Manager to ensure attendance lists are prepared on the day prior to each event and provided, along with executive briefings and spotter sheets to key SFF staff and attending SFF board members.

Major Events

For these events, the Major Events Coordinator will:

- Prepare and manage event run-sheets in consultation with CEO, Industry & Guests, Publicity and Operations
- Organise catering and contra stock, including service at the events where appropriate.
- Liaise with Head of Operations & Events, and the Operations & Events Manager on venue requirements.
- Manage signage at all events (including scrim and banners)
- Assist with the coordination and preparation of speech notes and official protocol with the Philanthropy team, CEO and Festival Administrator
- Co-ordinate AV and on-screen requirements with Operations, Philanthropy and Marketing teams and ensure timely delivery of on-screen materials at those events where required.
- Liaise with presenters (both internal and external) to ensure all stakeholders have accurate event information.
- Work with the Head of Operations, Operations & Events Manager and Assistant Production Manager to schedule rehearsal times and ensure smooth and professional running of rehearsals for internal and external presenters.

Other SFF events

For several smaller events, the Major Events Coordinator will assist the Philanthropy, Industry and Guest team to:

- Create invitations and manage sign-off process, create guest-list with Development team and other Departments, send invitations and manage RSVPs.
- Book and confirm catering arrangements and manage allocation and delivery of alcohol.
- Support the Operations and Development team, along with the CEO in the delivery of events in the lead up to, and during the Festival.

Training and Reporting

- In collaboration with the Volunteer Co-Ordinator, coordinate briefings, venue inductions, and accessibility and event assessments for volunteer's roles and events.
- Assist with maintaining and implementing occupational health and safety guidelines in each venue.
- Assist with collating daily venue reports, venue coordination packs, handbooks, venue bibles, and event plans with the Head of Operations & Events and Operations & Events Manager in collaboration with key stakeholders and suppliers.
- Prepare a Post-Festival report summarising activities and recommending improvements for future festivals.

Volunteer Management

- Assist the Volunteer Co-Ordinator with the execution of volunteer management for the Festivals' Box Office, Ticket Scanning, Wayfinding, Red-Carpet Events, Media Walls, Sponsor Activations, Industry Talks and Events, and Major Events.
- Supervising, monitoring and managing volunteers at events and handling challenges as they arise.

Stakeholders

- Liaising with internal and external stakeholders such as Venues, Security, Ticketing, Industry Guest Teams, and Publicity to ensure smooth delivery and provide other volunteer support services required to execute the Festival and its events.
- Liaise effectively between SFF staff and volunteers to ensure their needs are met.

Events

- Assist with the Volunteer Co-Ordinator with the organisation of the Volunteer Party after the Festival.
- Attend daily production and event meetings during the Festival period, including any staff and team meetings as required.

Key Major Events (TBC) – Events, dates and times are subject to change.	
Dates (TBC)	Item
Thu, 1st May 2025	Venue Co-Ordinator Briefing & Accessibility Training
Tues, 6th May 2025	Program Launch
Fri, 16th May 2025	Volunteer Briefing
Wed, 4th June 2025	Opening Night Gala, Reception, After-Party
Wed, 4th to Sun 15th June 2025	SFFTV
Wed, 4th to Sun 15th June 2025	The Festival Hub
Sun 15th June 2025	Closing Night Gala, Awards & After-Party
TBC Date	Volunteer Thank You Event

Key Selection Criteria

Essential

- Demonstrated experience in event production, venue management, administration and coordination.
- Experience using event databases to communicate and report on RSVPs, and Event Briefings.
- 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.
- Excellent customer service skills.
- Basic working knowledge of operating lighting, video projection and audio for small events.
- A good understanding of event budgeting and finance procedures.
- A good understanding of workplace health and safety procedures and requirements for events.
- Advanced experience using Microsoft Office, Excel and other database systems.
- A flexible attitude to working hours required for the dates and events of the Festival.

Desirable

- Previous experience working with government funding bodies
- Experience in Stage Management and Talent Management.
- Demonstrated experience in ushering, front-of-house or box-office management.
- Working with Children Check, First Aid Certificate.
- Previous experience working in Cinemas, and Town Hall or similar City of Sydney 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.

Key Stakeholders

	Daily	Frequent	Periodic	Occasional
Internal	Operations & Events Marketing Dept.	Industry & Guests Dept. Publicity Dept. Philanthropy Dept. Partnerships Dept	Venue Co-Ordinators Venue Supervisors Interns	Executive
External		Venue Staff	Volunteers	Event Contractors Event Suppliers Ticketing Provider