

MARDI GRAS FILM FESTIVAL 2014

FESTIVAL DIRECTOR JOB DESCRIPTION

The position of Mardi Gras Film Festival Director is an independent contractor role.

The primary responsibility is to work in partnership with the Queer Screen Board to create a successful engaging Mardi Gras Film Festival (MGFF) that captures the imagination of the LGBTIQ community and our friends.

The festival aims to support independent film makers and promote diversity by telling queer stories. The Festival Director will be expected to communicate our vision to our staff and volunteers, to the film industry, to the press, as well as the general public.

Strong leadership skills are a must in guiding and interacting with the different personalities that make up our sub-committees and volunteers.

The Festival Director will be fully accountable for the success of the MGFF and will report regularly at Queer Screen Board meetings on how we're tracking to KPIs.

Please note this position has both an administrative and curatorial component.

Specific responsibilities include:

Financial

1. Produce the 21st Mardi Gras Film Festival within an agreed budget in conjunction with the Treasurer and approved by Board of Directors.
2. Oversee all aspects of the MGFF's revenue and expenses.

Programming

3. Source and program a festival full of fabulous films.
4. Create and maintain relationships with independent film distributors.
5. Broker relationships between filmmakers and key industry players.
6. Work with filmmakers on screening and sales strategies.
7. Arrange for filmmakers and actors and industry specialists to attend Q&A sessions and discussion forums as part of the MGFF.
8. Act as a representative for Queer Screen when communicating with various film festivals around the world as well as a liaison with other film organisations locally and nationally

Publicity & Marketing

9. Work with the Marketing Director to promote the MGFF; including opening and closing night galas and special events.

10. Work with Marketing Director to properly implement and fulfil all marketing initiatives for MGFF.
11. Define the creative look for the MGFF in agreement with the Board's brief.
12. Write content for festival guides, programs and festival website in conjunction with the Marketing Director.

Events

13. Work with the Event Director in the planning of opening and closing gala and any special events.
14. Oversee event staff and collaborate with the Volunteer Coordinators to work with volunteers.
15. Work with the Events Director to organise and manage the ticketing system for the festival.

Community

16. Work with the President and Vice President to build and maintain outreach and relationships with community leaders.
17. Liaise with the President and Vice President to build and maintain relationships with representatives of state and local government.

Sponsorship

18. Work with the Sponsorship Director to properly pitch and fulfil sponsorship expectations at the MGFF.

Admin

19. Maintain up to date documentation about key activities as a way to keep Queer Screen stakeholders informed and engaged.
20. Produce weekly reports for publication on document management systems.
21. Attend Board meetings as requested to give an update on MGFF planning and progress & how tracking to KPIs.
22. Writes content for festival guides, programs and festival website.

For expression of interest, please send a CV and Cover Letter to admin@queerscreen.org.au

Kind Regards
Queer Screen