

## **FESTIVAL COORDINATOR – JOB DESCRIPTION**

**Position:** Festival Coordinator, Mardi Gras Film Festival

**Dates:** December start, flexible – Friday 31 March 2017

**Hours:** Full time, contracted

**Reports to:** Festival Manager

Queer Screen is looking for the perfect person to assist in the delivery of the 24<sup>th</sup> Mardi Gras Film Festival. The ideal candidate would have prior festival experience, and an excellent knowledge of CMS systems and ticketing. Led by the Festival staff, the Festival Coordinator will be the key individual setting up the venues, and coordinating with the entire Queer Screen team to ensure the smooth running of the event.

Prior to the festival, the role will assist in the set-up of all key marketing channels (print guide, app, website, etc.) and process the guest and sponsorship tickets. The successful applicant will enjoy working in a busy environment and be able to juggle multiple tasks concurrently.

- Ensures the employees and volunteers of the organisation efficiently store all festival materials and documents in SharePoint or Google Drive.
- Assisting in the research, collection and storage of all film materials (film images, credits, press kits, synopsis, etc.).
- Assisting to add materials to the website, print guide, and advertising.
- Assisting with edits to the Queer Screen website using WordPress CMS and Ferve Tickets.
- Assisting with proofing film texts, advertisements, and eNews stories
- **Liaising with Manager Corporate and Community Partnerships to ensure the festival's partners are looked after.**
- Preparing for MGFF festival launch, which includes creating a runsheet, collating video material, helping with the guest list, assisting with media and sponsorship requirements, and packing down the venue.
- Preparing for screenings in western Sydney or regional areas (Parramatta, Blue Mountains, Canberra), which includes shipping materials, runsheets, liaising with the venues, and a small amount of marketing.
- Processing tickets for phone and walk-in customers.
- Processing comp tickets for guests and sponsors.
- Proofing the festival runsheets for accuracy.
- Liaising with the venue, front of house, and volunteers to ensure the venues are prepared for the festival. Includes set-up of necessary documents, creating an inventory of banners and sponsor material, and setting up an on-site office.

- Cleaning and maintenance of the Queer Screen office.
- Assisting with the testing of DCPs (a.k.a. films) at the venues. Includes an early start.
- Coordinate venue bump-out
- Assisting with cross promotion, this includes compiling databases of relevant external organisations and communicating with them.
- Working with Festival Director on communication with **film's presenting partners**.
- Provide support to Publicist in identifying publicity outlets during festival.
- Coordinating the distribution of festival guides into locations around inner Sydney
- Preparing lanyards for use by key personnel for the festival
- Assisting on special events during festival time e.g. masterclasses and bar events
- Oversee goodie bag production
- **Assisting with the creation of the festival's raffle. Includes securing prizes and contacting winners.**
- Assisting in the development of sponsor activation schedules.
- Assisting with the arrangement of content for foyer TV screen reels - trailers, logos, sponsor ads, etc.
- General duties as required

## 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