



FESTIVAL OPERATIONS MANAGER

Queer Screen is seeking Expressions of Interest from production staff with proven experience in managing all the operational elements it takes to produce the Mardi Gras Film Festival and Queer Screen Film Fest as well as one-off community screenings that may arise. In 2018, Queer Screen will celebrate the 25th Anniversary of the Mardi Gras Film Festival.

The successful applicant will undertake the following responsibilities:

- Liaise with all Film Distributors to ensure that films are received in a timely manner for technical checks and screenings. Co-ordinate delivery and return of all films and materials for both Festivals. Obtain classification for Films
- Manage aspects of Festival Operations at venues including engagement with venue provider and front of house operations and all technical and other support requirement. Conduct technical checks prior to screenings.
- Responsible for the set up and managing the ticketing process and site (FERVE system)
- Support the planning, co-ordination and administration of the volunteers, working on the Film Festival, in collaboration with the Volunteer Director, including attending training sessions.
- Responsible for the administration and maintenance of the Queer Screen website (Wordpress) and provide support for the Digital Engagement team.
- Responsible for producing the Program Guide, all Festival print and publicity materials.
- Fulfil Queer Screen's KPI's as determined by the Board of Directors

Reporting to the Festival Director and working closely with a team of Directors, Staff, Volunteers and Interns, it is envisaged that the successful applicant will have proven experience in Festival Operations Management, a knowledge of LGBTIQ Films and current digital exhibition formats; a proven relationship with Filmmakers, Distributors and Sales Agents; is able to meet tight deadlines and manage multiple projects; displays excellent written and verbal communications skills and is well organised.

It is expected the successful applicant will commit to Queer Screen's mission and vision statements and experience in the LGBTIQ or not-for-profit sector will be advantageous.

The position will be a 7-month contract position with a start date of 1 August 2017 working 2 days per week, with the position becoming full time from the 1 October – 31 March. There is an expectation of working outside these hours during peak times.

Remuneration will be \$75,000 including Superannuation (pro-rata)

Confidential applications should include cover letter outlining qualifications, experience, CV, names and details of referees sent to Tiphane Athans, secretary@queerscreen.org.au
Applications close 31 May 2017. Shortlisted candidates will be invited for an interview in early June.

For more information on Queer Screen, see www.queerscreen.org.au.

Queer Screen is an Equal Opportunity Employer committed to diversity and social inclusion.
The successful applicant will be based in Sydney and be entitled to work in Australia.