



PROGRAMMING ASSISTANT (Volunteer Position)

Queer Screen is looking for an organized, self-starter with a proven interest in LGBTIQ film to assist the Festival Director with administrative tasks vital to programming operations. This is an unpaid volunteer position.

The position requires commitment of 1-2 days per week and is flexible to work within the successful applicants current work/study schedule. Work is best done from the Queer Screen office, but can also be done remotely.

Starting ASAP the role will ideally run until the completion of Queer Screen's 27th Mardi Gras Film Festival in February 2020.

DUTIES AND RESPONSIBILITIES INCLUDE:

- Provide administrative support to the Festival Director
- Updating the films database
- Assist in coordinating submissions and solicited films
- Films research
- Filmmaker communications

SKILLS/QUALIFICATIONS

- Excellent interpersonal skills
- Knowledge of or interest in LGBTQ Film
- Ability to work independently as well as part of a team
- Effective communication, research, and organizational skills
- Competence and resourcefulness in researching detailed information online
- Detail-oriented and demonstrated attention to accuracy
- Responsive to unpredictable workflow and hours
- Flexible, creative, and able to thrive in a fast-paced environment while maintaining a sense of humor
- Computer-savvy and able to pick up on new systems
- Proficiency with Microsoft Office (Word, Excel, etc) and Google Docs
- Experience with Airtable or other databases preferred but not essential
- May need to use own laptop

Reporting to the Festival Director and working closely with a team of staff and volunteers, it is envisaged that the successful applicant will gain practical experience in Film Festival Programming, Strategy and Operations.

It is expected the successful applicant will commit to Queer Screen's mission and vision statements.

Confidential applications should send a cover letter outlining qualifications and experience to Lisa Rose, director@queerscreen.org.au

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.