



PRODUCTION ASSISTANT (VOLUNTEER POSITION)

Queer Screen is seeking Expressions of Interest from people who are interested in the operation and production of a major film festival in Sydney, Queer Screen's 27th Mardi Gras Film Festival.

The position requires commitment of minimum 8 hours, and up to 20 hours per week and is flexible to work within the successful applicants current work/study schedule.

Majority of the tasks will be completed between Monday - Friday, 10 - 6pm. During the festival (February 13 - 27) the opportunity to work onsite, will be at the applicant's discretion.

The ideal timeframe is 25 November 2019 - 31 March 2020, but can be negotiated.

The successful applicant will undertake the following responsibilities:

- Assist in the management of the festival's print traffic of film material including between festival venues and regional screenings.
- Assist in technical checks at cinema venues
- Supports Operations Manager in the management of the ticketing system (FERVE)
- Supports the coordination of the festival volunteers alongside the Operations Manager and Volunteer Coordinator
- Proofing all material before going to print including advertisements and the festival print guide
- Cross checking film credit credentials
- Cross checking festival runsheets with Sponsorship Coordinator and Festival Director

Reporting to the Festival Operations Manager and working closely with a team of Directors, Staff and Volunteers, it is envisaged that the successful applicant will gain practical experience in Festival Operations Management and be given the opportunity to interview with Sydney Film Festival Head of Marketing and Customer Relations for future opportunities.

The successful applicant will prove an ability to meet tight deadlines and manage multiple projects; displays excellent written and verbal communications skills and be well organised.

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 Vicki Gutierrez, vicki.gutierrez@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 and be entitled to work in Australia.