



POSITION DESCRIPTION

Position Title	Production Intern
Reporting to	Festival Producer, Production & Volunteer Coordinator
Contract	Internship (Volunteer Role)
Contract Duration	December 2023 - March 2024
1-2 days a week, flexible	

Formed in 1993, Queer Screen has been a successful NFP organisation celebrating the diversity of sexualities and gender identities through queer storytelling on screen, by inclusive and respectful communities filled with creativity, inspiration and pride. Our team at Queer Screen has proudly produced and curated the Mardi Gras Film Festival for over 30 years!

Responsibilities:

- Event coordination
 - Supporting the production and execution of various festival events and screenings, including bumping in and out of venues
 - Assisting with the creation of a volunteer induction day
 - Assisting with Fair Day and Float preparations
- Digital support
 - Assisting with the Virtual Help Desk through the festival (ticketing and customer service for On Demand sessions) and cross-checking content captions for on demand sessions to ensure accuracy and consistency
 - Updating session pages and resizing images as needed, ensuring all festival information is accurate and up to date
- Guest and volunteer relations
 - Help coordinate the participation of attendees and industry professionals at screenings and events
 - Address attendee enquiries and concerns, supporting the Ticketing Coordinator with ticketing enquiries
 - Assist with cross promotion for volunteer recruitment including creating unique ideas and reaching out to different organisations/universities to recruit a variety of volunteers
 - Assisting with volunteer management and checking volunteer inbox prior and during the Festival
- Logistics
 - Assist with logistical tasks such as coordinating event schedules, venues and transportation
 - Assisting with checking the Disability and Inclusion Plan is in place and supporting accessibility requirements
- Data management
 - Assisting with post-festival attendance analytics

- Maintaining attendee and VIP databases
- General administrative tasks
 - Perform various office duties as needed, including merchandise stocktake

Queer Screen's office hours are 9 - 5pm, Monday to Friday, and is located in Ultimo. There is an expectation of working outside these hours during the festival and peak times, and attendance of events at different locations.

Confidentiality

During your internship, you may become aware of information relating to the business of the Company, including but not limited to client lists, trade secrets, client details and pricing Structures. Confidential information remains the sole property of Queer Screen. You shall not, either during or after your employment, without the prior consent of the Company, directly or indirectly divulge to any person or use the confidential information for your own or another's benefit.

To express your interest in this internship please email Zeynep Smith production@queerscreen.org.au by December 4, 2023 with a CV and a little bit about yourself.