



POSITION DESCRIPTION

Position Title	Production & Volunteer Coordinator
Reporting to	Festival Producer
Contract	4 Month Contract
Contract Duration	November 2024 - 30 March 2025
Remuneration	\$59,000 p.a pro rata
November 2024 - 2 Mar 25 (full time), 3 days/week 3 Mar - 30 Mar 2025	

Formed in 1993, Queer Screen's vision is to celebrate the diversity of sexualities and gender identities through queer storytelling on screen, by inclusive and respectful communities full of creativity, inspiration and pride.

Queer Screen is seeking Expressions of Interest for someone to join the team as the **Production & Volunteer Coordinator** for Queer Screen and its 32nd Mardi Gras Film Festival (February 13 - March 10, 2025). The successful applicant will have proven experience as Festival/Events Coordinator, and is responsible for assisting the operational elements, volunteer workforce, ticketing and general tasks included in the Mardi Gras Film Festival (MGFF) across multiple Sydney venues, volunteer induction days, training events and touring venues.

The position requires a full time work commitment of 38 hours per week until 2nd March, where commitment will be 3 days/23 hours per week.

The majority of the tasks will be completed between Monday - Friday, 9 - 5pm, but there will be the expectation to work outside of these hours in the lead up to and during the festival.

Reporting to the Festival Producer, and working closely with Front of House Managers, the primary role of the Production & Volunteer Coordinator is to assist in the management of the event production required within the MGFF program.

The successful applicant will have practical experience undertaking the following responsibilities:

- Managing volunteer recruitment and scheduling, including creating induction content and events, and reaching out to different organisations/unis to get a variety of volunteers.
- Assist in uploading and updating session pages and managing website databases to make sure all festival information is accurate and up to date.
- Image resizing for session pages.
- Checking content captions for on demand sessions to ensure accuracy and consistency.
- Managing On Demand print traffic.



- Assist with the production of festival events, including bumping in and out of venues, testing content onsite and operations of screenings and special events/management of second venues.
- Creation of Run sheets.
- Assisting with checking the Disability and Inclusion Plan is in place and supporting accessibility requirements.
- Assist with the Virtual Help Desk through the festival (ticketing and customer service for On Demand sessions).
- Assist with ticketing customer service.
- Travel to regional screening events in March to the Blue Mountains and Canberra.
- Lead our Fair Day stall including the bump in and out, and operations on the day.

Successful applicants will have the following:

- Excellent organisation skills and attention to detail
- Excellent written and verbal communication skills
- Experience using Excel and Google Drive suite
- Experience managing print traffic highly regarded
- Experience with event management and volunteers highly regarded
- Experiencing with schedules and rostering
- Proven ability to meet tight deadlines and manage multiple projects
- **Experience with Ferve or other ticketing platforms essential**
- **Drivers licence essential**

Confidential applications should send a cover letter outlining qualifications and experience to Michael McCurdie, operations@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.