



POSITION DESCRIPTION

Position Title	Development Events Coordinator
Reporting to	Head of Development
Salary	\$52k pro rota
Contract Dates	ASAP to 29 June 2018
Application Deadline	9am, Monday 12 February 2018
Interview Date	week commencing Monday 19 February 2018

The Sydney Film Festival (SFF) is one of the longest running events of its kind in the world. Each year the Festival brings the best new local and international films to audiences in Sydney. As well premiere features from over 60 countries, SFF screens short films, Australian films, documentaries and archive titles. The festival hosts a number of awards to recognize excellence in filmmaking, including the Official Competition, Dendy Awards for Australian Short Films, (which are Academy Award eligible) and Documentary Australia Foundation Documentary Prize.

Sydney Film Festival, now going into its 65th year, occurs over 12 days in June in 10 locations across the Sydney CBD, Cremorne, Randwick and Inner West, screening 350 sessions of over 190 films.

The Travelling Film Festival (TFF) operates all year, taking weekend festivals to 19 venues across regional NSW, Queensland and the Northern Territory.

Overview

The Development Events Coordinator is responsible for ensuring the delivery of well-organised events for the SFF's corporate partners and prospective partners taking place prior to and during the festival. This role is responsible for all aspects of the event from managing invitations, finalising catering and venues, and overseeing the smooth running of the event on the night. The Development Events Coordinator reports to the Head of Development.

Overall responsibilities

The Development Events Coordinator will:

- Manage the company's event schedule and ensure all events are accurately entered into the database, and that run sheets are prepared for each function.
- Work with relevant managers to ensure accurate and timely compilation of invitation lists, and issuing of invitations by set deadlines.
- Manage alcohol (provided by festival partners) within established allocation. This includes managing drinks vouchers and daily reconciliation of alcohol usage.
- Act as day-to-day relationship-holder with Sydney Town Hall caterer (in line with previously approved arrangements).
- Co-ordinate daily usage during the Festival of the VIP Lounge event space, including signage and shared use of space, in collaboration with Hub Producer.
- Ensure relevant invitations are in CEO's and Festival Director's (and other staff as required) diaries and database schedules in collaboration with the Festival Administrator.
- Determine and coordinate technical and production requirements for any events, in consultation with appropriate managers.
- Record accurate event attendance and event details for reporting purposes.

- Ensure all obligations for signage are met at all SFF events (including sponsor, partner and SFF banners), by creating a schedule, inputting in database and managing delivery.
- Be responsible, in consultation with appropriate managers, for ensuring that events start and finish on time, that guests are greeted on arrival and that catering and service is timely and sufficient.
- Be responsible for ensuring appropriate security, in consultation with appropriate managers, and along with security, catering and bar staff making sure that behaviour of both staff and guests is appropriate at all times.
- Work with the Head of Development and Philanthropy Manager to ensure attendance lists are prepared on the day prior to each event and provided, along with executive briefings and spotter sheets to key SFF staff and attending SFF board members.

Major SFF events: Launch, Opening Night and Closing Night

For these events, the Development Events Coordinator will:

- Prepare and manage event run-sheets in consultation with CEO, Publicity and Production
- Liaise with venue, caterers and other stakeholders
- Manage signage at all events (including scrim and banners) and co-ordinate AV and on-screen requirements with Development and Marketing teams
- Assist with the coordination and preparation of speech notes and official protocol with the Development team, CEO and Festival Administrator
- Liaise with presenters (both internal and external) to ensure all stakeholders have accurate event information
- Schedule rehearsal times, and ensure smooth and professional running of rehearsals for internal and external presenters
- Work with marketing team to ensure timely delivery of on-screen materials.

Other SFF events

For a number of smaller corporate events, the Development Events Coordinator will:

- Create invitations and manage sign-off process, create guest-list with Development team and other Departments, send invitations and manage RSVPs
- Book and confirm catering arrangements and manage allocation and delivery of alcohol
- Support the Development team and CEO in the delivery of events in the lead up to, and during the Festival.

KEY SELECTION CRITERIA

Essential

- Experience in event management
- Excellent standard of oral and written communication skills
- Organised and confident, with good interpersonal skills and able to deal with people at all levels of seniority
- High standard of attention to detail and follow-through on multiple projects
- Ability to work efficiently and calmly under pressure in a busy festival environment
- Ability to work as part of a team
- Strong computer skills and proficiency in the use of a range of standard applications including Excel
- A flexible attitude to working hours particularly during the festival period.

Desirable

- Experience in an arts organisation
- Experience with databases including Filemaker Pro or Eventival
- Experience with Mailchimp, In-Design and/or Photoshop

CORE COMPETENCIES

- Team Focus: Is committed and skilled at working with and assisting others to achieve positive outcomes

- Flexible: Demonstrates a willingness to take on new challenges, roles and responsibilities and adapt positively to changing working conditions and priorities
- Self-starting: Highly motivated to achieve, shows initiative and acts proactively to deliver excellent results without directive supervision
- Interpersonal: Skilled at building rapport, understanding others needs and developing effective working relationships
- Resilience: Able to persist and deliver when faced with challenges and bounces back quickly from setbacks.

APPLICATION PROCESS

Please send your CV and a tailored Covering Letter, outlining why you would like to work at SFF and what you will bring to the role to holly.vale@sff.org.au. Applications close at 9am, Monday 12 February 2018 with interviews taking place week commencing Monday 19 February 2018.