

# SYDNEY FILM FESTIVAL

## POSITION DESCRIPTION

|                                     |                                    |
|-------------------------------------|------------------------------------|
| <b>Position title:</b>              | Administration Coordinator         |
| <b>Direct Reporting to</b>          | Head of Finance and Administration |
| <b>Line Reporting to:</b>           | Travelling Film Festival Manager   |
| <b>Working in cooperation with:</b> | Head of Operations and Events      |
| <b>Position Duration:</b>           | Permanent Full-time                |
| <b>Remuneration:</b>                | \$65,000 per annum                 |

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 as premiering features from over seventy countries, including Australia, SFF screens short films, documentaries and retrospective titles. The Festival hosts a number of awards to recognise excellence in filmmaking, including the Official Competition, Dendy Awards for Australian Short Films, (which are Academy Award eligible), First Nations Award, Sustainable Future Award and Documentary Prize.

The Travelling Film Festival (TFF), presented by the SFF, is one of Australia's longest running touring events and is Australia's longest running touring film festival. The TFF presents a specially curated program of features, documentaries and short films to around 18 communities in regional Australia (New South Wales, Northern Territory and Queensland).

## OVERVIEW OF THE POSITION

The Festival Administration Coordinator is responsible for the day to day support of the office environment and maintaining the systems and processes necessary for smooth functioning of that environment. The role provides administration support for the Travelling Film Festival Manager and helps to oversee the TFF Interns.

## ROLE STRUCTURE:

- Reports to the Head of Finance & Administration
- Reporting to the TFF Manager on TFF-related tasks

## KEY RESPONSIBILITIES

### Office

- Administration and office support for the staff, CEO and Board
- Reception
- Festival staff induction, basic training and exit management
- Office facilities and amenities
- Office equipment management
- IT Support – First Response

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## Travelling Film Festival

- Administrative support for the Travelling Film Festival Manager
- Travel arrangements
- Materials Delivery & freight co-ordination
- Oversight of intern

## **DETAILED JOB DESCRIPTION**

### Administrative Support for the team

- Reception: assisting visitors and ensuring security
- Answering and referring telephone enquiries
- Maintaining and distributing staff contact lists
- Manage company email profile and correspondence
- Assist with placement of advertisements for staff positions

### Executive Support for the CEO, Festival Director, Board and committees

- Meeting regularly with CEO to update calendar, upcoming events and agendas
- Collation, circulation and preparation of monthly Board reports for review by the CEO
- Organising meetings and events and technical support including Board and Committee meetings
- Organising SFF AGM, in liaison with Finance Manager

### IT Support, with assistance of QBT

- Organising the set up and maintenance of all computers and phones, including conferencing software with the support of the Head of Operations & events and QBT
- Setting up ramp-up area computers
- Set up email addresses and new computers
- Maintaining accurate listing of all hardware and software in use (computer asset register)

### Staff Induction, basic training and exit management.

- Maintaining Notion and other induction materials to enable smooth and efficient staff induction process.
- Keeping records of computers and other hardware assigned to each staff member.
- Ensuring that all equipment issued during the Festival is returned in good condition post Festival.
- All new staff to be given initial induction training in : telephones, Festival timelines, premises , official equipment and computer protocols.

### Office Maintenance

- Maintaining tidiness of all staff areas particularly the kitchen and office area
- Keeping storage areas (including offsite) organised, particularly in the lead up to SFF
- Ensuring that archival matter stored is organised and good condition and that materials reaching their destruction date are removed/destroyed.
- Assist in set up of Festival off-site satellite office.

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## Financial

- Managing the petty cash needs of the business for all expenses less than \$100.
- Reconciling petty cash on a monthly basis.
- Banking as needed for the Head of Finance & Administration
- Managing office EFTPOS machine
- Reconciliation of Company Credit Card and supporting other team members in reconciliations.

## Staff Transport

- Managing the Office Uber Account
- Ordering, issuing and accounting Cabcharge vouchers according to SFF policy, maintaining security at all times
- Cancelling unused vouchers following annual SFF

## Couriers and Mail

- Distributing incoming mail
- Completing Australia Post forms for outgoing mail
- Organising mail delivery times, and couriers, as required
- Taking receipt of all office deliveries
- Order postal stationery

## Building Management

- Liaising with building management company including communicating and resolving issues that arise
- Undertaking Fire Warden training and communicating necessary information to staff
- Issuing, and keeping an accurate listing, of all building access keys and access levels.

## Liaising with other tenants

- Maintaining regular contact with other tenants - particularly in respect of shared service areas
- Maintaining SFF use of shared calendars for facilities such as the meeting rooms on the ground floor
- Organising and booking meetings in common areas, as required
- Organising occasional social occasions with other tenants

## Staff Meetings

- Convening weekly staff meetings, including preparation and circulation of agenda, minutes and action list (in consultation with CEO) and setting up meeting room.

## Stationery and Kitchen Supplies

- Responsible for ordering office stationery and kitchen supplies
- Organising after hours catering as required

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## TRAVELLING FILM FESTIVAL

Responsibilities in relation to annual touring program:

- Administration
- Supporting the CRM & Ticketing Manager with Ticketing Requirements
- Materials delivery
- Travel arrangements
- Overseeing TFF interns (with Digital Marketing Manager)

Accountabilities:

- Documentation relating to operational elements
- Opening night arrangements
- Classification
- TFF Guest and staff travel

## 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.

**All candidates must address the selection criteria in their cover letter (no more than two pages) and provide a current Curriculum Vitae.**

**Applications close 27<sup>th</sup> November 2024 COB and should be sent to [info@sff.org.au](mailto:info@sff.org.au) with the position titles as the subject. Applications should not be sent via a LinkedIn portal. Interviews are to be held the week beginning 2<sup>nd</sup> December. All enquires to Tracey Hurt [tracey@sff.org.au](mailto:tracey@sff.org.au)**