

SYDNEY FILM FESTIVAL

POSITION DESCRIPTION

Role Title:	Operations & Events – Associate Producer	
Department:	Operations & Events	
	Reporting to:	Head of Operations & Events
	Direct reports:	Operations & Events Co-Ordinator
Contract Dates	Full Time – Monday, 31 March, until Friday 27 June 2025. There are four days for the Festival weekend and the Public Holiday Monday.	
Salary	\$70,000k pro rata + Super	
Application Dates	To apply for the position, please send your CV and a cover letter addressing the key selection criteria, and your suitability for the role to Brock Taffe – Head of Operations & Events at info@sff.org.au by Friday 7 March 2025 .	

Organisation:

The Sydney Film Festival (SFF) is one of the longest-running events of its kind in the world.

The annual June Festival brings the best new films from Australia and around the world to audiences in Sydney. It also has 250+ features, shorts, retros, and documentaries from over 70 countries and 350+ sessions at around eight Sydney-wide venues over 12 days. The Festival celebrates its 72nd Festival in 2025 between Wed 4 – Sun 15 June.

The Festival hosts several awards to recognise excellence in filmmaking, including the Official Competition, Documentary Australia Foundation Award for Australian Documentary, First Nations Award and Dendy Awards for Australian Short Films (Academy Award eligible) incorporating fiction, animation, and screenplay categories.

SFF also presents the Travelling Film Festival, which takes mini-festivals to 19 venues across regional NSW, the Northern Territory, and regional Queensland. SFF receives funding from federal, state, and local governments, corporate sponsorship and philanthropic donations.

Purpose:

Reporting to the Head of Operations & Events, the Associate Producer is a crucial management and coordination position in the Operations & Events Team, responsible for delivering the Festival Hub ('The Hub') and producing the Festival's Major Events and other live performances.

The role involves critical departmental and stakeholder coordination with suppliers, creatives, partners, agencies, government, venues, ticketing, volunteers, guests and industry, and philanthropy to deliver the Sydney Film Festival.

This position will also support the Operations & Events team with the Festival's Talks, Performances, and Major Events, including the Festival Launch, SFFTV, Opening and Closing Night Galas, Parties, and Awards, where appropriate.

This position is primarily responsible for the smooth operation, execution, and delivery of The Hub, Opening Night-After Party and Closing Night After-Party, including front-of-house and back-of-house operations in collaboration with a production agency. It ensures that its Talks, Parties, and Events programme are appropriately developed, scheduled, and budgeted and that the role meets any required technical production requirements.

For The Hub, SFFTV, and other Major Events, this will involve coordinating and managing the project of any venue, installation, staffing, supplier, agency (production, technical, or creative), talent, hospitality, catering, co-ordinator, volunteer, or security sourced or supplied.

The Major Events Co-Ordinator supports this position as a direct report.

Accountabilities and duties:

The following is an outline of key duties:

Event & Production Management

- Provide project management for all event production and operations of Major Events, and the Festival Hub ('The Hub') talks programs, VIP Events, sponsor activations, venue activities, and other performances, in management of Production Agencies, Creatives, Suppliers, and Stakeholders under the direction and support of the Head of Operations & Events.
- Day-to-day management of The Hub, including the Talks Program, VIP events, sponsor activations and regular open-venue activities.
- Talent Management in coordination with the Operations & Events Co-ordinator for speakers, hosts, AUSLAN, DJs, Musicians, and other performers to ensure their successful performance.
- Assist with planning, moving, and setting up the temporary site office to house Festival staff and their return to the office, including any IT and Telecommunication requirements, in coordination with the Operations & Events Manager.
- Assist with maintaining and implementing occupational health and safety guidelines, including site visits, toolbox talks, and inspections. Collect and validate any SWMS, insurance certificates, and qualification certificates required to deliver the events.
- Identify and schedule staffing requirements and provide training and management of those staff specific to their roles.
- Other such production support services may be required if agreed to by both parties.

Scheduling, Briefing, and Budgeting

- Produce and maintain detailed production, events and staffing schedules, event management plans, technical briefs, and other event documentation as required. Closely coordinating input and review with internal and external stakeholders.
- Support the Head of Operations & Events and Operations & Events Manager in preparing daily schedules for The Hub, SFFTV and other performances or Major Events as required. This reporting includes updating the Festival database to include technical elements.
- Present itemised budgets and quotes for approval according to agreed-upon timelines and produce detailed reconciliations of invoices following the events.
- Produce a technical equipment requirement list for The Hub, Major Events, and other performances supplied within the approved budgets.
- Coordinate donor, sponsor or industry event requirements under the direction of the Partnerships Manager, Head of Philanthropy and Head of Industry and Guests.
- Coordinate hospitality across all events in The Hub with the venue's catering supplier, using approved budgets and event briefs.
- Coordinate and report on the Festival Hub meetings with key stakeholders.
- Maintain data in the Festival Databases corresponding to production contacts, events, and schedules.
- Prepare a post-festival report summarising activities and recommending improvements for future Festivals.

Stakeholder Management

- Assist with keeping venues and stakeholders closely informed of events and sessions in The Hub, assisting and managing venue managers, co-ordinators, supervisors and volunteers with day-to-day activities where required.
- Support the Production Agency and Head of Operations & Events in delivering creative treatment for The Hub, including supplier management, budget management, and partnerships management.
- Manage all suppliers and subcontractors involved in staging The Hub under the direction and support of the Head of Operations & Events.
- Support the Head of Operations & Events and Production Agency in producing any approval documentation required by the City of Sydney or other Government Entities, such as event applications, event plans, traffic management plans, etc.
- Participate and support venue co-ordinator and volunteer briefings.
- Liaise with external suppliers, meet them on-site as required, and coordinate various venue production activities.
- Liaise with venues on schedules, events, bump-in & out, and technical requirements.
- Liaising with internal and external stakeholders such as Venues, Security, Ticketing, Industry Guest Teams, and Publicity to ensure smooth delivery and provide other event or production support services required to execute the Festival and its events.
- Attend daily production and event meetings during the Festival period, including any staff and team meetings as required.

Key Major Events (TBC) – Events, dates and times are subject to change.	
Dates (TBC)	Item
Thu, 1 May 2025	Venue Co-Ordinator Briefing & Accessibility Training
Tues, 6 May 2025	Program Launch
Fri, 16 May 2025	Volunteer Briefing
Wed, 4 June 2025	Opening Night Gala, Reception, After-Party
Wed, 4 to Sun, 15 June 2025	SFFTV
Wed, 4 to Sun, 15 June 2025	The Festival Hub
Sun 15 June 2025	Closing Night Gala, Awards & After-Party
TBC Date	Volunteer Party

Key Selection Criteria

Essential

- Demonstrated experience in event production, venue management, administration and coordination.
- Demonstrated experience in stage, talent, and volunteer management.
- Experience using rostering software and databases to roster, communicate and report on volunteers.
- The ability to effectively manage time in a multiple-task environment with strict deadlines.
- Excellent customer service skills, a highly organised nature and good attention to detail.
- Experience working within a team, including stakeholders, suppliers, event agencies, staff and volunteers.
- Experience working in various venues and locations where activities are co-occurring.
- Excellent oral and written communication skills.
- Excellent customer service skills.
- A good understanding of event budgeting and finance procedures.
- A good understanding of workplace health and safety procedures and requirements for events.
- Advanced experience using Microsoft Office, Excel and other database systems.
- A flexible attitude to working hours for the dates and events of the Festival.

Desirable

- Demonstrated experience in ushering, front-of-house or box-office management.
- Good working knowledge of lighting, video projection and audio requirements of live events
- Working with Children Check, First Aid Certificate, White Card.
- Previous experience working at Sydney Centennial Hall, Lower Town Hall, or other City of Sydney venues.
- Previous experience working in events in the arts or a cultural organisation.
- An interest in film and the film industry

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 other's needs and developing effective working relationships.
- *Resilience:* Able to persist and deliver when faced with challenges and bounce back quickly from setbacks.

Key Stakeholders

	Daily	Frequent	Periodic	Occasional
Internal	Staff Ticketing Dept. Marketing Dept.	Industry & Guests Dept. Publicity Dept.	Interns Philanthropy Dept. Partnerships Dept	Executive
External	Event Contractors Event Suppliers / Agencies	Volunteers Venue Staff	Venue Co-Ordinators Venue Supervisors	Ticketing Provider