

NEW ZEALAND FILM FESTIVAL TRUST JOB DESCRIPTION

Position:	CONTENT MANAGER
Reporting to:	GENERAL MANAGER
Reported to by:	CONTENT ASSISTANT

BACKGROUND

The New Zealand International Film Festival (NZIFF) is an annual event, operated by a Charitable Trust, the New Zealand Film Festival Trust (NZFFT). The Trust is a professional, non-profit, non-political organisation with the aim of fostering interest in motion pictures and encouraging a high standard of motion picture creation and appreciation.

NZIFF screens in 13 centres annually from July – September and is an eagerly awaited and anticipated cultural highlight of the New Zealand winter. Additionally, NZFFT operates an Autumn Events programme in the four main centres, as well as selected one off events. The broad scope of our programme caters every year to members of a large range of communities and special interest groups.

The NZFFT national office is based in Wellington, with support from an Auckland-based team and regional contractors during NZIFF season.

ROLE DESCRIPTION

This role is responsible for the collation of technical information for NZIFF films for scheduling and screening purposes, the checking of screening materials, and the collection and forwarding of screening materials from and to distributors, sales agents and filmmakers. Managing all content during the film festival's course.

TERM OF EMPLOYMENT

This is a full-time contract position for the period of 4 May to 29 September 2017.

REQUIRED SKILLS AND EXPERIENCE FOR THE CONTENT MANAGER ROLE

- Knowledge of film exhibition equipment and procedures, particularly digital cinema
- Ability to cope well with stress, being able to work under pressure
- Strong communication skills, both oral and written, good interpersonal skills
- Tech-savvy, being able to quickly get acquainted and work with technical terminology and equipment
- A good understanding of freight movement, both national and international
- Absolute accuracy in data collection and entry
- Good trouble shooting and problem solving abilities
- Methodical and enterprising research habits.
- Attention to details
- Excellent computer skills including advanced use of Excel
- Excellent typing skills – both speed and accuracy
- Sound knowledge of office equipment and functions
- Good memory

SPECIFIC TASKS

Film Movement

1) Collate Information

- Liaise with programmers, sales agents, filmmakers, film distributors and other Festivals as stipulated by the NZIFF Director to determine exactly what screening material is available, when it is available for collection, where it is coming from, and where and when it is next required. This information needs to be entered into a database and updated immediately if there are any changes. Any special instructions, such as restrictions on freight/courier companies, no splicing rules need to be noted. This information is required before scheduling commences at the beginning of June, but needs to be monitored continuously for changes.
- Oversee the production and filing of laminated “schedule cards” for each film with tech/availability info for scheduling purposes.
- Oversee the Content Assistant in preparing the scheduling boards and cards for each centre.
- Oversee the checking of BluRays by volunteers.
- Organise NZIFF preview screenings for the NZIFF Director and censors.
- Organise KDMs for censor screenings organised by Assistant to GM.

2) Administer the collection and forwarding of screening materials (aka films), equipment, publicity and other materials from and to overseas and local distributors, sales agents, filmmakers and suppliers.

- Work closely with NZIFF’s couriers, customs agents and film handlers.
- Monitor daily to ensure that materials are collected and despatched on time.
- Liaise with our External Programmers (Malcolm Turner – Animation Now / Nicola Marshall – Animation for Kids) to obtain content for their programmes.

- Liaise with the Assistant Programmer, Michael McDonnell, regarding all shorts (e.g. Shorts with Features, NZ's Best, Nga Whanaunga)

3) Ensure that the director's scheduling of films in each city is practicable. This entails checking successive draft schedules to ensure:

- That the films can make it to New Zealand in time for the scheduled screenings, and with enough time for the completion of censorship requirements and testing.
- That there is sufficient time allowed for the films to reach the next screening venue (and be ingested) – either within New Zealand or overseas.
- That the films are scheduled in screening venues with the appropriate technical facilities and available equipment. Maintain a database of venue tech facilities at each venue including Digital Server sizes.

4) Co-ordinate movement of films & equipment between NZIFF venues and centres. This includes:

- Oversee the preparation of despatch and arrivals sheets for each venue.
- Check film arrival and despatch on a daily basis with Festival venues and film handlers.
- Chart equipment availability/movements and forward any equipment (BluRay players and cables) between venues and centres as needed.
- Advise venues of any changes in despatch instructions which may result from bad weather conditions – closed roads or airports – or additional scheduled screenings.

5) Coordinate the collection and storage of technical information.

- Liaise with programmers, sale agents, film distributors, filmmakers and other Festivals to determine technical specifications.
- Co-ordinate the compilation of this information into a database. This information is required before scheduling commences at the beginning of June, and needs to be monitored closely for completeness and accuracy.
- Maintain back-up of running sheets and database files.
- Oversee that the delivery of screening material conforms to expectations. This includes overseeing the Auckland film handlers and ensuring that they provide technical reports on any films going directly to them in Auckland. Advise the General Manager or Director immediately of any film damage, or faults on arrival or any films which arrive in a different format than expected.

Session Notification and KDM Requests

Notify the participants of their screening times and request KDMs (Key Delivery Messages) for all the encrypted content.

- Notify the ANZ Distributors and others (sales agents, filmmakers etc) as requested via email regarding the session times for their films on a city by city basis, as soon as the schedules have been 100% confirmed. Requests for KDMs can be made at this time. (Insist that both yourself and the assistant are copied in on all KDMs issued).

- Request and collate server information for each screen from the screening venues.
- KDMs are required to unlock encrypted DCP content. Ideally KDMs need to open a week before the festival and close a day after the final festival (rather than film) screening date in each centre. This allows for testing time and any schedule changes.
- One KDM per film, per screening venue is required. Some distributors will insist on separate KDMs for each screening (e.g. Sony). These must be issued well in advance and tested as soon as the content is at the venue and there is room for ingestion on the server.

Running Sheets

Oversee the preparation and distribution of Scheduling and Technical Information to the Director, NZIFF and venue managers, projection and other technical staff.

- Required information is transferred from the Information Database into information sheets known as **Running Sheets** for all cinema and NZIFF personnel.
- These running sheets are now made up of 3 different files: **Schedule, Tech Sheet** and **Film Index with Ins & Outs**
- Load PDFs of running sheets and changes onto an external Dropbox for venues to access, as well as sending hard copies.

Proofing

Oversee the proofing of relevant technical information in the NZIFF programmes.

This involves liaising with the Publications Coordinator to ensure that the Information Database and publications pages match on running time, format, ratio and spelling of titles and any other relevant information.

Schedules

Oversee and assist with the typing and formatting of schedules for each city to provide to the Publications Designer for page placement.

These need to be formatted and provided in two versions (chronological and by title), including venue information, pricing codes, running times and page numbers. Formats for each programme will be advised by the Publications Coordinator.

Other Tasks

- Assist with answering phone calls and enquiries and general office assistance as required.
- Participate in general checking of scheduling information with other staff.
- Provide a written report to the General Manager at the conclusion of your contract including any issues which arose and any suggested improvements to the role.

GENERAL SKILLS REQUIRED FOR ALL TRUST STAFF

Business Management

- Contribute to the development and realisation of NZIFF objectives
- Assist NZIFF in monitoring the current political, legal, cultural, technological and censorship environment to detect issues which may have either adverse effects on the execution of NZIFF objectives; or which may provide opportunities to advance those objectives
- Contribute to improvements to systems and practices
- Protect the safety and security of NZIFF assets

Teamwork

- Provide effective cooperation, support and assistance to other staff
- Participate actively in staff meetings and decision making
- Share information, ideas and resources with other staff

Relationships

- Build effective working relationships with key internal and external personnel
- Take account of cultural sensitivities and needs
- Represent NZIFF as required presenting a professional and positive image of the organisation
- Respond effectively to demands for information
- Ensure service delivery meets or exceeds reasonable customer expectations

Self-Management and Organisation

- Be prepared to learn on the job
- Plan and manage own workload and work effectively without supervision
- Prioritise tasks and manage time and resources to ensure deadlines are met
- Maintain accessible documentation
- Participate in relevant training programmes

HEALTH AND SAFETY

NZFFT takes its health and safety responsibilities seriously. Everyone carrying out work in any capacity for NZFFT (paid or voluntary) has responsibilities for their own health and safety as well as the health and safety of others:

- Familiarity with the evacuation procedure in the office.
- Understanding and awareness of any risks or hazards and how these risks or hazards are to be managed.
- Timely update of the risk register with any new identified risks or hazards at the office.
- Taking reasonable care for your own health and safety and alerting others to any new identified risks and hazards.
- Taking care that your acts and omissions do not adversely affect the health and safety of others.
- Complying with any reasonable instructions.
- Cooperating with reasonable policies or procedures from NZFFT relating to Health and Safety.

KEY RELATIONSHIPS FOR THE MATERIAL AND CONTENT ASSISTANT

- NZIFF staff, contractors, programmers and volunteers
- NZIFF venue staff
- Filmmakers and guests
- Distributors, sales agents, production offices
- International Film Festivals and exhibitors
- NZIFF patrons
- NZ Film Commission and the cultural agencies of foreign governments
- Transport/courier companies and their agencies

Oversee: Materials and Content Assistant

REMUNERATION

To be discussed with shortlisted candidates prior to interviews commencing

HOURS

Office hours are from 8.30 am to 6.00 pm, Monday to Friday (with a lunch break of up to one hour). A commitment to work longer hours and some weekends is required, particularly for scheduling weekends (second and third weekends of June) and during NZIFF season.

TO APPLY

Please apply by emailing a cover letter which addresses the key skills and experience required for this role as outlined above, along with a CV attention to:

Sharon Byrne
General Manager
NZ Film Festival Trust

Please email your application c/o Lisa Bomash, Assistant to the GM lisa@nziff.co.nz

Applications close 5pm, Monday 20 February.

Shortlisted candidates will be notified by Monday 27 February.

Applicants for this position must have NZ residency or must already hold a valid NZ work visa.

This position is Wellington based.