

NEW ZEALAND FILM FESTIVAL TRUST

JOB DESCRIPTION

Position: ASSISTANT TO ARTISTIC DIRECTOR

Reporting to: Artistic Director

OUR PRIMARY PURPOSE / KAUPAPA

To develop, support, encourage and enhance knowledge, awareness and an understanding of international moving picture culture in New Zealand.

OUR DIRECTION / VISION / TIROHANGA WHĀNUI

Provide a platform for artistic outreach with high standards of presentation (both on and off-screen) that is independent, authentic, trusted and unique, and valued by both film-goers and filmmakers.

OUR DESIRED OUTCOMES / NGĀ WHĀINGA

- Premium annual international film festival
- Long-term viability
- Rewarding, dynamic and inclusive audience experience
- Beneficial relationships with stakeholders

Whānau Mārama/ New Zealand International Film Festival (NZIFF) is an annual event, operated by a Charitable Trust, the New Zealand Film Festival Trust (NZFFT).

NZIFF screens in up to 10 centres annually from July to September and is an eagerly awaited and anticipated cultural highlight of the New Zealand winter. The programme features approximately 100 feature length films as well as programmes of short films in Auckland and Wellington. Selected programmes are presented in the regional centres. Additionally, NZIFF may screen one-off events during the year. The broad scope of our programme caters for 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 the NZIFF season.

ROLE DESCRIPTION / NGĀ RAUKURA O TE TŪRANGA

This role is responsible for supporting the Artistic Director, who leads the New Zealand International Film Festival, and whose responsibilities include its curation, programming and presentation alongside other special “out of Festival” NZIFF events.

This is a contract position of six to nine months based in Wellington, with a flexible start date for Q1 2026.

Remuneration; up to \$84,000FTE (pro-rated)

REQUIRED SKILLS AND EXPERIENCE

- Knowledge of contemporary and historic cinema.
- Appreciation of New Zealand festival and wider cinema audiences.
- Strong written and oral communication skills.
- Working experience and relationships with film industry professionals, sales agents, distributors and exhibitors.
- Proven negotiating skills.
- Ability to cope with and manage stress in a high-pressure environment.
- Ability to be flexible, to collaborate as part of a team and to work without supervision.
- Good working knowledge of current office software including Microsoft Office, Air Table and other team collaboration tools.
- Ability to multi-task and to prioritise.
- Respect for, understanding and awareness of Tikanga Māori

KEY RESPONSIBILITIES

Programming Support

- Coordinate and support the programming team.
- Assist AD with scheduling viewings and coordinating attendees.
- Maintain a log of hours worked by any volunteer programmers and ensure Festival Coordinator has an up-to-date record.
- Assist in viewing and evaluating prospective films if requested.
- Assist AD with invitations and follow-ups including the securing of rights and initiate delivery of relevant screening and promotion materials.
- Support Festival Co-ordinator with requirements for film censorship.
- Support scheduling team.
- Provide general administrative support to AD.
- Respond in timely manner to general enquiries and to solicited and unsolicited submissions to NZIFF.
- Assist with the schedule for writing and delivery of programme notes.
- Assist AD with reporting required, debriefs, board reports, strategic planning and managing programming budget.
- Assist with diary management, travel arrangements, industry engagement for AD.
- Liaise with filmmakers included in the programme.
- Support the hosting of festival guests and arrange their travel and accommodation in collaboration with Festival Coordinator.

Publications Support

- Assist with the schedule for writing and delivery of programme notes for website and publications.
- Review and critique programme notes written by others as required.
- Liaise between AD and marketing/ communications team about publicity.

KEY RELATIONSHIPS

Artistic Director, Festival Manager, Festival Coordinator, Publications Editor, Festival Accountant, Communications and Marketing team, Logistics Manager, Operations Manager, Venue managers, Programming team, Scheduling team.

Other important relationships include:

- Other NZIFF contractors, NZFFT board, programmers and volunteers
- Filmmakers, guests and their representatives and guest host organisations
- Distributors, sales agents as required by AD

- International Film Festivals and exhibitors as required by AD
- NZ Film Commission and the cultural agencies of local and foreign governments as required by AD

HEALTH AND SAFETY

NZFFT is committed to providing a safe and healthy workplace for all workers, and others in the workplace. Everyone carrying out work in any capacity for NZFFT (paid or voluntary) is responsible for their own health and safety as well as for the health and safety of others, specifically:

- Taking reasonable care for your own health and safety and alerting others to any newly identified risks and hazards.
- Taking care that your acts and omissions do not adversely affect the health and safety of others.
- Understanding and awareness of any risks or hazards and how these risks or hazards are to be managed.
- Familiarity with the evacuation procedure in the Wellington office.
- Familiarity with the risk register held on site/online.
- Complying with any reasonable health and safety instructions given by NZFFT or its authorised representatives.
- Cooperating with all reasonable policies or procedures from NZFFT relating to Health and Safety.
- Reporting any health or safety event to the Festival Manager or Festival Coordinator as soon as reasonably practicable.