

NEW ZEALAND FILM FESTIVAL TRUST JOB DESCRIPTION

Position: Festival Coordinator
Reporting to: Artistic Director (Primary)
Festival Manager (Secondary)

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 FOR FESTIVAL COORDINATOR

The Festival Coordinator most directly supports the Festival Manager, and through the manager, the Artistic Director, and their teams with logistic, operational, administrative and guest support. This is a key role in maintaining momentum into the Festival.

The role is varied, covering a range of tasks and requiring a range of skills including strong interpersonal skills and a flexible approach to meet the demands of a busy office bringing an exciting event to life.

TERM OF CONTRACT / TE ROA O TE MAHI TAHI

This is a 5-month (extendable) contract position for the period of 20 April – 20 September based in Wellington.

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

REQUIRED SKILLS AND EXPERIENCE / NGĀ PUKENGA

- Proactive and motivated multi-tasker with a high level of initiative and self-management and a positive can-do attitude.
- Administration experience in festival or event production
- Ability to work effectively under pressure, to collaborate, problem solve and prioritise.
- Excellent written and oral communication skills and attention to detail.
- Good social and interpersonal skills.
- High level of software literacy
- Ability to cope with and manage stress in a high-pressure environment.
- A working understanding of film and the creative and non-profit sectors.
- Respect, understanding and awareness for Tikanga Māori.

KEY RESPONSIBILITIES / NGĀ TAKOHANGA

Coordination and Support

- Support the roles of the Festival Manager and Artistic Director and their teams to programme, schedule and deliver a Festival consisting of film screenings and associated events across multiple locations between July and September.
- Coordinate all aspects of festival delivery including the development (with the Festival Manager) and the management of a timeline to ensure deadlines are understood and met, and deliverables are communicated to the wider team.
- Coordinate team meeting schedules and keep a record of attendees, decisions, timeframes etc.
- Support Assistant to AD and Logistics Manager in ensuring films and promotional materials are received in good time.
- Liaise with Assistant to AD and initiate and manage the film classification requirements; ensuring ratings certificates, when required, are secured according to schedule and distributed to all relevant colleagues internal and external.
- Support the promotions team, Wellington Manager and Auckland Assistant Festival Manager to ensure venue signage and displays are engaging and inviting.
- Assist Festival Manager with induction of contractors, to ensure roles, responsibilities and expectations are clear.
- Book travel and accommodation for contractors, Trustees, guests, AD, Festival Manager within approved budget.
- Respond to general office enquiries via phone, email and in person and to the Wellington NZIFF Information Line as required.
- Undertake research and data collation as required.
- Establish basic office systems and supervise operation and maintenance of technical amenities including computers, photocopier, broadband and phones.
- Ensure provisions of stationery, office supplies, first aid, kitchen and bathroom requirements, also cleaning and waste disposal collections (including overseeing of cleaners, their timesheets and payments).
- Assist Festival Accountant and Festival Manager with developing and managing specific event budgets.

IT Support

- Source and setup connectivity for new contractors (including installing/uninstalling any required software) to ensure smooth internal and external information sharing and securing.
- Provide basic IT assistance to contractors.

- Administer access/accounts on software including Microsoft 365, Dropbox for Business and Fiona Festival.
- Diagnose and troubleshoot technical issues, including account setup and network configuration.
- Database maintenance as required

Volunteer Coordination

- With the Festival Manager, ensure any volunteer resources are managed effectively with clear communication and respectful use of their time, including logging timesheets and managing koha.
- Liaise with Assistant to AD regarding the hours worked by programming volunteers and with Wellington Manager regarding rostered hours for venue volunteers.

Functions and Events

- Assist Promotions Team, Artistic Director, Festival Manager, Wellington Manager and Auckland Assistant Festival Manager to ensure successful delivery of events including programme launches, opening night galas, guest hosting, closing night party and other special events during the Festival.
- Assist the Festival Manager and Artistic Director to manage the setup, hosting and pack-out of events.

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 as soon as reasonably practicable.