

NEW ZEALAND FILM FESTIVAL TRUST

ROLE OUTLINE

Position: WELLINGTON OFFICE VOLUNTEER

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. NZIFF in Wellington runs for 17 days in winter.

ROLE DESCRIPTION

The office volunteer is assisting staff at NZFFT Wellington office with a variety of tasks, such as:

- Preparing promotional materials,
- Checking and updating information in various databases,
- Researching and contacting community groups,
- Sorting rating certificates,
- Updating website back-end,
- Helping with packing gift bags, and
- General office assistance.

SKILLS REQUIRED

- Good communication skills.
- Proactive, problem-solving attitude.
- Good computer literacy.
- A love of film is a definite bonus.

NZIFF.CO.NZ

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COMPLIMENTARY TICKETS

For every 3 hrs shift that you work you will receive a ticket to see a film in the festival. This ticket can be used for screenings on a standby basis (i.e. if there are still tickets available). These cannot be used for 'Live Cinema'.

AVAILABILITY

In Wellington we require assistance during the months of March, April, May, June and July.

All Wellington office volunteers must be available to provide volunteer hours during normal office hours. We are unable to accommodate volunteers outside of Monday to Friday 9am to 5pm.

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.

- Ensure you are familiar with the evacuation procedure at the office.
- Ensure that you understand any risks or hazards which will be pointed out to you at the time of induction and how these risks or hazards are to be managed.
- If you identify any risks or hazards, report these to the NZFFT Staff immediately.
- Take reasonable care for your own health and safety.
- Take care that your acts and omissions do not adversely affect the health and safety of others.
- Comply with any reasonable instruction given to you by NZFFT Staff.
- Cooperate with reasonable policies or procedures from NZFFT Staff relating to Health and Safety.
- If you have any queries in respect of health and safety, please ask!