

NEW ZEALAND FILM FESTIVAL TRUST ROLE OUTLINE

Position: NZIFF INTERN, WELLINGTON

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 located in Wellington, with support from an Auckland-based team and regional contractors during NZIFF season. NZIFF in Wellington runs for 17 days in winter.

NZIFF offers several unpaid work-experience placements every year in our Wellington and Auckland offices. This small intern programme evolved at NZIFF in response to requests from overseas students who were seeking to shape volunteer experience with us into a formal three-month appointment that would fulfil university course requirements. The European tertiary institutions attended by our first interns recognised NZIFF as an appropriate deliverer of curriculum requirements.

Six years ago we opened the programme to New Zealanders who'd seen the model as an opportunity to obtain valuable, recognised workplace experience and a valuable CV item. The office hours required for course credits overseas have not been applied so stringently to the New Zealand interns and we are able to arrange some flexibility around other commitments. The long term nature of the placement is however integral to providing a close-up overview of how NZIFF is brought together every year. (We regret we do not have the staff resources to train multiple interns into shorter term placements.)

ROLE DESCRIPTION

In Wellington an intern can expect to assist with external communications and outreach programmes to local community organisations.

This can involve research, establishing contacts and developing targeted information and marketing material. They also take part in event management of NZIFF, helping to set up events and sending materials to the venues, and communicating with volunteers. Interns also assist in such routine tasks as schedule and website content proofing, for example, gaining insight into key areas of our operation in the process. The Wellington intern is overseen by the Communications Manager.

Interns are often able to attend selection screenings. They participate in department planning meetings and full staff meetings and briefings throughout the period. All interns receive full staff privileges.

NZIFF staff and contractors provide ongoing support for the interns: the training and supervision of interns is included in their job descriptions. The sharing of skills and experience (and the obligation to be setting a good example) are seen as entirely positive elements in our office culture by all concerned.

Interns carry out nice-to-have services at NZIFF but are not essential to the operation of NZIFF, and are not expected in any way to stand in for or supplant paid staff or contract appointments.

LOCATION

The Wellington office is a small, busy and crowded one and provides privy to every aspect of running an event in a way that placement at a more lavishly resourced event might not.

SPECIFIC TASKS

- Preparing promotional material using Adobe design software.
- Phoning and emailing special interest groups/media.
- Assisting the NZIFF Festival Manager with venue setup and rostering for Wellington.
- Assisting the Communications Manager with publicity tasks such as collating clippings and preparing materials for venues.
- Assisting with NZIFF event setup.
- Content loading for the website.

GENERAL SKILLS REQUIRED

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

Self-Management and Organisation

- Be prepared to learn
- 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.
- If you have any queries in respect of health and safety, please ask!

KEY RELATIONSHIPS

- NZIFF staff, contractors, programmers and volunteers;
- NZIFF filmmakers and guests;
- NZIFF venue staff;
- Community groups;
- NZIFF patrons;
- Media contacts.

REMUNERATION

An internship at NZIFF is an unpaid position. A small per diem payment is provided to interns who are otherwise not normally living in Wellington. To conform to taxation requirements regarding per diems we can only provide this payment to interns who have travelled to Wellington specifically for the internship.

TERM AND HOURS

The Wellington intern position runs from 20 May to 9 August in 2019. (NZIFF starts in July and runs until mid-August for the two main centres Auckland and Wellington.) Due to budget constraints we are not able to provide per diems for a longer time frame than stated.

Office hours are from 9.00 am to 5.00 pm (with a lunch break of up to one hour).

We are happy to consider applicants who may require time out of the regular Monday to Friday week to attend classes or accommodate part-time employment.

RELOCATION & IMMIGRATION ASSISTANCE

No travel expenses are provided for relocating to Wellington.

NZIFF is not able to assist with any immigration queries or issues. Please visit Immigration NZ website in the first instance if you require a visa to come to New Zealand.

TO APPLY

To apply please e-mail your current CV along with a completed application form to Caroline Palmer, Assistant to General Manager: caroline@nziff.co.nz

Applications close Friday 22 February 2019.

The short-listed applicants will be contacted within two weeks after the closing date.

Due to the large number of applications we receive each year, we are unable to provide application feedback to applicants who have not been selected for the interview stage.