



Whānau
Mārama
New Zealand
International
Film Festival

NEW ZEALAND FILM FESTIVAL TRUST ROLE OUTLINE

Position:	NZIFF Intern, Wellington
Reporting to:	Wellington Communications Coordinator (and Assistant to the General Manager)

BACKGROUND & PURPOSE / WHAKAPAPA ME NGĀ WHĀINGA

Whānau Mārama: 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 film and encouraging a high standard of film creation and appreciation.

NZIFF 2022 will screen in 13 centres in July/August. The film festival is an eagerly awaited and anticipated cultural highlight. The curated programme caters every year to a wide audience throughout the country.

The NZFFT national office is based in Wellington, with a secondary office in Auckland. A core permanent team runs the film festival operations with additional short-term contractors in place during the months spanning the lead-up to and delivery of the festival.

The film festival in Wellington in 2022 will take place from 4-14 August.

NZIFF offers one unpaid work-experience placements every year in our Wellington office. This 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.

We have since 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 **offer** 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 / NGĀ RAUKURA O TE TŪRANGA

A Wellington intern can expect to assist with external communications, expanding our outreach programmes to local community organisations, ticketing, event management and venues setup. Interns also assist in tasks including as image resizing, copy proofing and social media, gaining insight into multiple areas of our operation in the process. The Wellington intern is overseen by the Wellington Communications Coordinator with the support of the Assistant to the General Manager. From time to time, the Wellington intern may also be involved in other tasks assisting with events and production.

Interns participate in planning meetings, full team 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.

TERM

The Wellington intern position runs from 20 June to 19 August 2022 based in the Wellington office. We offer flexibility for applicants who require time out of regular hours to attend classes or accommodate part-time employment. During the festival dates (4-14 August) there is an expectation that the Wellington intern would be available for selected evenings and at the weekends.

GENERAL SKILLS AND EXPERIENCE / NGĀ PUKENGA

- Excellent verbal and interpersonal communication skills
- Intermediate computer literacy including Microsoft Word, Microsoft Excel, Microsoft Outlook and project management, scheduling or CRM software/platforms. Adobe Creative Suite an advantage
- Good research skills
- Organised with excellent attention to detail
- Positive and outgoing attitude
- An interest in film

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

INTRA AND INTERPERSONAL

- Ability to work to deadlines under pressure while meeting and managing expectations in a professional manner
- Positive and proactive approach to working with all NZIFF team members
- Awareness of stress in self and others, and an ability to engage with and deploy stress management skills and techniques when required
- A developed understanding of and commitment to the diversity and equality of all peoples

PERSONAL ATTRIBUTES

- Welcoming – a warm, open communication style that’s professional and inclusive
- Curious – an inherent interest in discovery, innovation, and creative endeavours
- Adventurous – undeterred by challenge or navigating new territory
- Quality driven – strives for excellence, high attention to detail, refines their craft
- Self-responsible – honest and accountable, aware of their impact on others
- A relationship builder – team-centric, constructive, supportive, and respectful
- Confident – self-directed, assertive, genuine, and open
- Committed – reliable and engaged, takes a proactive approach to their work and the workplace

KEY RELATIONSHIPS FOR THE WELLINGTON INTERN / NGĀ PIRINGA

- NZIFF staff, contractors, programmers and volunteers
- NZIFF filmmakers and guests
- NZIFF venue staff
- Community groups
- NZIFF patrons

REMUNERATION / PUTEA

An internship at NZIFF is an unpaid position. A small per diem payment is provided to interns who are not usually residing 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.

Please note: No travel expenses are provided for relocating to Wellington and NZIFF is not able to assist with any immigration queries or issues.

TO APPLY

Apply by emailing internships@nziff.co.nz with a letter of application outlining why you would like to be considered as an intern with NZIFF in Auckland.

