



ROLE TITLE	Programming Coordinator
REPORTS TO	Head of Programming and Industry

ORGANISATION OVERVIEW

Adelaide Film Festival (AFF) is one of South Australia's great treasures. Internationally acclaimed, AFF is a home for courageous storytellers and is embraced by industry and audiences. Established in 2003, the festival is agile and responsive to a rapidly changing and dynamic screen landscape.

AFF celebrates and explores Australian and international screen culture with a unique program of screenings, forums and special events in the 14 day flagship festival each October, complemented by an array of programs outside of festival time including AFF Youth, AFF Film Club and collaborative presentations with adjacent festivals and organisations.

MISSION STATEMENT

- To present a festival which celebrates and explores contemporary Australian and international screen culture with a unique program of screenings and special events, which aim to increase audience knowledge and participation
- To increase and stimulate innovative and new screen production through the provision of equity finance for work premiering at the Festival.
- To raise the profile of arts and screen culture in South Australia for audiences and practitioners.

VISION STATEMENT

Vision 1: To deliver a distinctive festival, unique in the landscape of Australian film festivals, which integrates with the existing calendar of successful South Australian cultural festivals.

Vision 2: To attract complementary arts and cultural events and partnerships to raise the profile of the State and festival and extend opportunities for the local industry.

Vision 3: To use the Fund to capitalise on local and national creative strengths in order to:

- _boost production in the State
- _increase business and employment opportunities in the State
- _enhance the State's national and international reputation as a centre of independent filmmaking.

Vision 4: To create, market and present a challenging and distinctive screening program, accompanied by a substantial forum program, which profiles and explores key program themes and approaches to screen practice.

Vision 5: The festival will be relevant to both the general public and the industry, attracting a broad audience demographic and introducing this audience to innovative areas of screen practice.

Vision 6: To reflect trends in the film and screen-based industries.

Vision 7: To present a film festival and associated events which consistently meet audience and financial targets.



STRATEGIC PILLARS
Please refer attached.
ROLE PURPOSE
<p>Working with Adelaide Film Festival programming team, the Coordinator provides administrative support to the Head of Programming and Industry in the coordination of a range of screening and industry programs for Adelaide Film Festival.</p> <p>The primary focus of the role is to coordinate the development and delivery of the screening and industry program by providing wide ranging administrative duties including database and media assest management and the coordination and scheduling of guests, speakers and stakeholders. The role involves assistance in film, speaker and guest research.</p>
KEY RESPONSIBILITIES
<ul style="list-style-type: none"> • Responsible for the coordination of AFF's database as it relates to the programming department in regard to inputting of all films, events and guests with a high level of accuracy & timeliness, and producing reports as required. • Responsible for the AFF's submission process for both the main program and AFF Youth including managing the submission panels. • Coordinating the AFF screening program's media assests (feature films, shorts and multimedia) including ensuring screen files are sourced from distributors and filmmakers and that they are delivered to our media logistic company. Work with the Screening, Traffic & Programming Coordinator to ensure all files arrive in a timely fashion to be tested prior to screenings. • Providing timely co-ordination of information (including sourcing stills, trailers and media kits) for the production, marketing, sponsorship, publicity and publication (print & web) requirements. • Supervising programming team interns including AFF Youth and assisting with the coordinaton of the AFF Youth Jury. • Assisting with the coordination of the screening program, lab & other events' special guests, artists, program contributors and speakers engaged across the program. Working with the Guest Services Team to ensure the effective development and preparation and management of itineraries and schedules for artists, guests, board members and other stakeholders. • Assisting to raise purchase orders and payment approvals with an emphasis on timeliness, accuracy and budgets • As directed provide assistance to the Head of Programming and Industry with all aspects of programming's research. • At the conclusion of the event, providing a written report on the roles undertaken with any recommendations for future festivals. • Other duties as required
CAPABILITIES REQUIRED
<p>Technical</p> <ul style="list-style-type: none"> • Knowledge of cinema history and screen business. • Knowledge of and experience working in film industry (local, national and international). • High level written and oral communication skills. • Advanced computing skills; understanding of computer concepts particularly in relation to database management. <p>Personal</p> <ul style="list-style-type: none"> • Passionate about the delivery of successful, impactful events, that can change lives, touch hearts, build community engagement and entertain. • Personal qualities of energy, initiative, commitment to teamwork and collaboration and respect for others. • Demonstrates judgment, to make sound decisions based on business needs, acting to ensure results meet organisational expectations and measures. • Positive, energetic team member



- Great interpersonal and communication skills
- A quick learner with a good eye for detail
- Efficient and patient
- Excellent time management and problem-solving skills, enjoys a challenge
- Punctual and reliable
- Ability to think strategically, conceptually and creatively and analyse and resolve technical problems.
- Ability to prioritise workloads and meet competing deadlines

Experience

- Experience working with festival database (Eventival).
- Event organisation and presentation experience.
- Experience in assisting with planning, management and execution of screen-oriented programs.
- Excellent engagement skills with a proven ability to build collaborative relationships with a wide range of internal and external partners and contributors
- Demonstrated experience of a relationship orientation, delivery of a high-quality service to stakeholders, with an awareness of the commercial impact of decisions.
- Experience working in high pressure and busy environments with competing deadlines.
- Prior experience working in a festival environment, cultural cinema or experience working in the arts.
- Experience working with volunteers.

Qualifications:

- Essential: A tertiary qualification, preferably in the arts or a related field.

WORKING CONDITIONS

- Out of hours work will be required.
- Flexibility in respect of working hours, especially during the Festival period and in the lead up to it.
- Comply with all internal office policies and procedures, including purchase orders, budget monitoring and management, WHS and administration processes