



ROLE TITLE	Production Coordinator
REPORTS TO	Operations Manager

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 12 day flagship festival each October, complemented by an array of programs outside of festival time including AFF Youth, Curate Your Own Festival (regional program), 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 current and future 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

- Reporting to the Operations Manager, the Production Coordinator is responsible for coordinating production and events requirements for AFF 2026, ensuring the highest possible standard of production, events management and presentation with the available financial resources for the events of the Festival.
- The role is responsible for assisting with the operations of the Festival's events, including the program launch, Opening and Closing nights, Gala, pink-carpet events, talks and Q + A's, as well as the smooth day to day running of the Festival's venues.

KEY RESPONSIBILITIES

- Provide administrative and logistical support to the Operations Manager and Event Producer in the coordination of all production and events elements of the AFF program
- Prepare event runsheets and production schedules, and brief staff on the events and their roles
- Prepare event report forms, incident forms, and venue information sheets
- Coordinate Welcome to Country and AUSLAN / Access bookings
- Operate and adhere to AFF financial management systems, and work within the production and events budgets across the Festival and to advise the Operations Manager of any unexpected costs
- Induct and be a point of contact for Venue Coordinators, especially in relation to technical presentation of Q + A's and the safe operation of screenings of venues. Collate and respond to venue shift reports in a timely manner
- Together with the Operations Manager, ensure all aspects of the production, stage presentation and events comply with the relevant regulations regarding occupational health and safety
- Obtain necessary quotes for equipment, staffing and services relating to production and events
- Assist Operations Manager to prepare work schedule for technical, venue and events teams, ensuring enough workers with necessary level of skill and knowledge cover each job
- Maintain a presence on the ground during Gala events and pink carpet events, ensuring constant communication between external events contractors and the AFF team, venues staff, special guests and talent
- Ensure that technical requirements for AFF special events, including opening night, are installed and removed within allocated time
- Assist with collection and return of items to AFF storage container, and maintain storage inventory
- At the end of the Festival, organise bump-out and returns, file necessary paperwork, and write debrief report
- Other duties as required

CAPABILITIES REQUIRED

Technical

- Experience working with festival databases and scheduling software
- Basic working knowledge of sound, lighting, staging and AV installations
- Understanding of screen related event requirements (cinema protocols)

Personal

- Dependable, collegiate, respectful, positive, energetic, helpful and supportive team player who exercises sound judgment and is a clear communicator
- Passionate about the delivery of successful, impactful events and high calibre events
- A quick learner with a good eye for detail.
- Excellent time management and problem-solving skills, enjoys a challenge
- Punctual and reliable
- Willing to pitch in and help other team members
- Professional customer service skills
- An interest in film and the film industry.

**Experience**

- Adherence to budgets and finance procedures – raising purchase orders, debit card reconciliation
- Adherence to risk assessments and emergency management procedures
- Working in high pressure and busy environments with competing deadlines
- Logistics coordination, creating production schedules and staffing rosters
- Demonstrated experience, including but not limited to, cinema, theatre, live performance/music, events, creative arts
- Working within a team, including stakeholders, suppliers, event agencies, staff and volunteers.

Qualifications:

- Essential: Unrestricted car driver's licence
- Desirable: A tertiary qualification in a relevant discipline is desirable
- Desirable: EWP, White Card, CPR & First Aid, Working With Children Check, Electrical test and tag licence,

WORKING CONDITIONS

- Flexibility in respect of working hours, especially during the Festival period and in the lead up to it.
- The principal office is located at the Adelaide Studios however a 'pop up' production office will be established in the CBD for the duration of the festival.
- Out of hours work will be required, determined by event requirements
- During the festival, it is expected that this role will have the ability to move swiftly between venues. Own transport is essential, or be willing to access private hire transport (Uber / Taxi etc.)
- It is a requirement that all staff comply with AFFs policies and procedures (provided upon induction)
- Comply with all AFF policies and procedures, including purchase orders, WHS and administration processes.

AFF: STRATEGIC PILLARS

Curate & Present a World Acclaimed Festival

Recognised as a spectacularly curated program – one that holds a special place in the hearts and minds of industry and the film going public

Develop, support, and engage, the Film-making community

A powerful/active force in developing Australian screen & arts industry talent, projects, and relationships

Enhance Culture. Develop Industry.
Deliver Economic Growth

Expand Audiences

An ever-growing and diverse audience attracted (*by* a well-crafted marketing campaign) to our outstanding program and activities

Build a thriving AFF organisation

A strong community of passionate stakeholders working together to build a sustainable, 'can't live without', organisation