



FESTIVAL COORDINATOR

(Full-Time Position)

The Organisation

The Gold Coast Film Festival is an annual 12-day film festival in April with more than 100 film, panels, parties, pop-up cinemas, and special events right across the Gold Coast.

The Gold Coast Film Festival's purpose is to bring film to life in a distinctly Gold Coast way for local and visiting audiences and to help grow and support Queensland's screen industry. Striving to be the premiere showcase event for feature films in Queensland, GCOFF emphasises community relations and interaction throughout the entire year while assisting and nurturing Australian film talent.

GCOFF also hosts a year-round program of special screenings and events thanks to the support of the City of Gold Coast Arts Organisations Triennial Funding Program.

The Gold Coast Film Festival is supported by the Queensland Government through Screen Queensland and Tourism and Events Queensland and features on the It's Live! in Queensland events calendar. The Gold Coast Film Festival is supported by the City of Gold Coast and Major Events Gold Coast.

This position description represents the Employee's role and responsibilities, however flexibility to adapt to any changes should be considered a key requirement of working at Gold Coast Film Fantastic.

Objective of Position

The Festival Coordinator is responsible for supporting the vision and strategic direction of Gold Coast Film Festival by assisting in the coordination and promoting the Festival's Program and Events.

Position Dimensions

The Festival Coordinator works collaboratively as part of the Festival team. The Festival team is responsible for delivering and marketing GCOFF's annual festival, and year-round events including workshops, screenings, and networking events. They also craft high-quality audience experiences and strive to increase audience engagement and retention.

The Festival Coordinator supports these goals through administering the logistics of GCOFF program and events, and supporting GCOFF's promotion activities.

All GCOFF employees may be called upon to attend and support GCOFF's program of events and industry programs, and to provide high-quality service to GCOFF audiences and stakeholders.

Key Responsibilities and Tasks:

The work to be performed by the Employee includes all services generally performed by a Festival Coordinator in relation the 2022 Festival, including, but not limited to the following:

Event delivery

- Coordinate varied aspects of the Festival and year-round operation including supporting the Festival Director with partners, events, marketing, volunteers, guests, and REELLIFE sessions
- Manage guest scheduling including travel and hotel bookings
- Alongside Festival Director and Volunteer Coordinator support recruitment, briefing, and scheduling of volunteers



- Liaise with Program Manager and film distributors once the film contracts are signed to ensure film assets are delivered in a timely fashion
- Support sponsorship delivery requirements in coordination with Festival Director
- Outdoor and year-round screenings – assist with researching and booking films and screens for any year-round and outdoor screenings
 - Coordinating event logistics, including venue bookings and catering
- Attending and coordinating events as required

Marketing

- Work with Festival Director to support with general marketing tasks – eDMs, database management, social media posts, and website updates
- Such other tasks as the 2022 Festival and the Company may reasonably require from time to time to ensure that the 2022 Festival is a cultural and financial success, and adheres to and satisfies all successful grant applications.

The Employee also will render administration tasks that include but are not limited to:

- Answering phone calls
- Filing electronically and physically
- Emailing and contacting customers with invoices or to suppliers as required
- Other administration duties, including any administration services required to conduct the 2022 Festival.

The Employee will also perform such other duties as the Company may allocate to the Employee from time to time.

KEY SELECTION CRITERIA

Required:

- At least two years relevant experience working in marketing, with special consideration given for experience in cultural festivals, arts or events organisations
- An excellent eye for detail and the ability to follow through on administrative tasks
- Experience in events delivery – including research and planning, through to delivery of events of various sizes
- Highly developed written and verbal communication and proofreading skills and demonstrated experience writing interesting and effective marketing copy
- Deadline oriented with the ability to juggle multiple tasks and priorities
- Strong time management skills, organised, efficient, priority orientated and ability to work in a fast-paced role

Desirable:

- A current driver's licence
- Willingness to work outside normal office hours when required. – some weekend and late night work will be required, especially during the Festival period
- Experience managing a small team of employees, contractors, interns or volunteers
- Enthusiasm for Gold Coast/Queensland arts and culture festivals and/or an interest in Queensland screen industry and the wider film industry

THE WORKPLACE

GCOFF is an organisation that values staff participation, creative practice, professional development, and a balance between work and life commitments. GCOFF endeavours to offer a flexible workplace that provides TOIL (Time Off In Lieu of overtime hours worked), flexible remuneration schemes, professional development opportunities, work from home days (where applicable) and a supportive work approach.