

## SCHEDULE

CONTRACT – Event and Volunteer Co-ordinator  
NZIFF 2019 (Dunedin)

### Summary:

- To ensure the smooth running of NZIFF in Dunedin to the benefit of festival patrons and guests.

**Reports to:** Director, Dunedin Fringe Arts Trust

**Functional Relationships:** Dunedin NZIFF Host; Dunedin Fringe Arts Trust; Administrator; NZIFF General Manager; Auckland and Wellington NZIFF staff; Dunedin Venues (Rialto & Regent); Dunedin Volunteers.

**External Relationships:** Media (*ODT, The Star, Critic* and Radio Stations - including The Breeze, More FM, Newstalk ZB, Radio Dunedin, Radio One, Channel, Access Radio), Advertisers, Sponsors, Dunedin Film Society, Guests of NZIFF, Special interest groups

## TASKS:

### 1. Media Launch and Opening Night

- to identify opportunities for enhancing the events.
- to assist the Dunedin Publicist in compiling guest lists in consultation with Otago Theatre Trust, sponsors and NZIFF.
- send out invitations and manage RSVPs.
- order catering and serve ware for launch.
- to advise the Dunedin Publicist in the coordination of the events.
- set up events with help from venue staff and volunteers.
- attend the events and welcome guests.

### 2. Closing Night and Other Events

- speak on behalf of festival at any other time such as screening cancellations etc., if the director or other delegated trust personnel are unable to do so.
- support affiliated events such as filmmaker talks and publicity events.

### 3. Coordination of Volunteer for Rialto screenings

- recruit, appoint and roster volunteer ushers at the Rialto.
- ensure volunteers receive training and attend induction meetings with NZIFF and Rialto staff covering H&S, conduct etc.
- coordinate last minute cancellations and replacements.

- provide liaison between the NZIFF guest co-ordinator and any host organisations in the hosting of festival visitors by local hosts, including the hosting of NZIFF screenings.

#### **4. Host Filmmakers**

- coordinate/schedule filmmaker schedules for their Dunedin visit (in conjunction with NZIFF Guest Coordinator WGT and Dunedin Publicist).
- pick up and drop off filmmakers from airport, or organise someone who can.
- host filmmakers ensuring they feel welcome and cared for during their visit.
- seek opportunities for filmmakers to engage locally with other filmmakers, film students, relevant organisations etc.
- coordinate tertiary or sector experts/relevant people to introduce filmmakers at each screening & moderate Q&As. Coordinate comp tickets for these people.
- update and distribute Guest Guide to guests (provided from NZIFF HO).

#### **5. During NZIFF**

- to assist patrons and provide on the spot management of any situations which arise e.g. patron liaison for cancelled or delayed screenings, technical breakdowns, additional screenings.
- to accompany NZIFF guests and, where necessary introduce guests at screenings.
- to make public announcements on behalf of NZIFF organisers where necessary (you will not be responsible for writing media releases).

#### **6. General**

- liaise with the Regent and Rialto both in advance of, and during, NZIFF ensure the smooth running of the event.
- assist the Publicist to identify and explore opportunities for the enhancement of NZIFF's viability.

#### **7. Reporting**

- To provide full feedback and written information to enable the director to write a report at the conclusion of NZIFF outlining specific activity and an assessment of the event's strengths and weaknesses.

#### **8. Other**

- Present NZIFF, and film programme in an articulate and positive manner unbiased by personal opinion and taste.
- Contribute to development and realisation of the NZIFF's objectives.
- Develop and implement improvements to systems and practices.
- Provide effective advice, support and assistance to other staff.
- Share information, ideas and resources with other staff.
- 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.

- Respond with equanimity to enquiries from the public.
- Plan and manage own workload and work effectively without supervision.
- Maintain accessible documentation and provide accurate reporting to the director.

## **TIMETABLE**

### June

Guest list preparation for Launch and Gala

Initial recruitment of volunteer ushers

### July/August

Media Launch July 8

Guest liaison with NZIFF, any hosts, Dunedin Publicist

Hosting: 1 August - 18 August