



Japanese Film Festival 2019 Canberra Coordinator

The Japanese Film Festival (JFF) returns to Canberra during 16-20 October, and is seeking a passionate candidate to join the team as a Coordinator. This is an exciting opportunity to work behind-the-scenes for the JFF and gain valuable professional experience. The Coordinator will be responsible for coordinating local promotions, recruiting and managing volunteers, and assisting staff during the film festival.

Duration:	Available from 12 August – late October
Location/s:	JFF Canberra will be held at Dendy, Canberra Centre. The coordinator is also expected to recommend appropriate locations and hubs around the city for flyer distribution.
Hours required:	Workload is expected to increase exponentially from 4 hours/week to 15 hours/week in the four weeks leading up to the Festival. During the Festival, the Coordinator is expected to assist at the Opening night event and supervise volunteers for 2 full-day shifts.
Honorarium:	\$1,300

DUTIES

Pre-festival period

- Create a project plan for flyer distribution based on targets provided by the JFF team.
- Research local markets for suitable flyer distribution points and any applicable conditions (cost, locations, permissions generally through local councils).
- Recruit volunteers, organise and conduct volunteer briefings, roster volunteers for pre-festival promotions and festival launch and operations.
- Represent the JFF by acting as a contact point for JFF staff and communicating relevant information to volunteers and external stakeholders.
- Collect and distribute JFF materials (flyers, free standing banners, etc.) from the designated collection point (usually cinema or local Japanese governmental office).
- Liaise with cinema staff to confirm that Festival material has been delivered, organise volunteer inductions and matters as directed by JPF staff.

- Receive and distribute JFF flyers, and forward JFF communication materials to relevant contacts.
- Promote the JFF through your existing contacts, and take initiative to approach like-minded community groups e.g. university societies to disseminate JFF information.
- Attend to the information desk, stock and refill with flyers, and keep the area tidy.
- Encourage volunteers to promote JFF through word-of-mouth and social media.
- Assist with compiling a list of local contacts and businesses for JFF.
- Act as the contact point for general JFF enquiries and refer media enquiries to the PR Manager.
- Provide exemplary customer service.
- Provide regular updates to the supervising JFF staff member either via email, phone or other communication channels.
- Organise the post-festival volunteer party (to be approved and paid for by JFF).
- Handle other festival-related tasks as requested by JFF staff.

Festival period

- Coordinate and assign tasks to volunteers during the Festival:
 - Survey distribution, collection & tallying.
 - Information desk duties.
- Brief, supervise and provide support to volunteers.
- Liaise with cinema staff for special events, front-of-house communications and screening issues that may occur.
- Provide excellent front-of-house service to patrons.
- Manage incidents as required.

Post-Festival period

- Provide a brief post-event report

REQUIREMENTS

- Must be passionate about promoting JFF
- Possess strong project management and organisational skills
- Excellent oral and written communication skills and personal skills
- Exceptional customer service skills
- Be motivated and take initiative
- Must be able to work autonomously
- Japanese language skills not essential but desirable

To apply, please email your resume and cover letter to aurora_newton@jpf.org.au.