

Japanese Film Festival 2026 Melbourne Volunteer Coordinator Call Out (Volunteer position)

The Japanese Film Festival (JFF) returns to Melbourne from 28 Oct - 17 Nov (subject to change) and is seeking a passionate candidate to join the team as a Volunteer Coordinator. This is an exciting opportunity to work behind-the-scenes for the JFF and gain valuable professional experience. The Volunteer Coordinator is expected to research contacts for local promotions, manage volunteers, and assist staff during the film festival Opening Night. Please note that this is a volunteer position.

Volunteer period:	From 10 July – 27 November 2026 (subject to change)
Location/s:	Palace Cinemas Kino, ACMI
Indicative time commitment:	<p>Approximately 45 hours (indicative only), with involvement generally increasing in the lead-up to the festival.</p> <p>Please see the Volunteer Coordinator's role during pre-festival preparations and festival operations as outlined below.</p> <p>*A token of appreciation, together with festival screening passes will be provided.</p>

Before the festival

- Stay in touch with JPF Staff from time to time, by whatever means is convenient, and help relay information to volunteers and external contacts (such as cinema representatives and the local Embassy or Consulate-General of Japan).
- After an introduction by JPF Staff, liaise with the local Embassy or Consulate-General and cinema venues, and help collect and deliver festival materials (banners, booklets and similar) when possible.
- Help recruit volunteers and arrange an informal induction before opening night and help prepare a roster for opening night and any Special Guest Talk Event.
- Help refresh the booklet distribution and external promotion contact lists provided by JPF Staff — updating details, removing contacts no longer operating, and adding new contacts as much as the Volunteer Coordinator is able to.
- Help promote the festival through the Volunteer Coordinator's own networks and encourage volunteers to spread the word.

During the festival

- Help with the opening reception, including assistance with the guests' check-in
- Help coordinate volunteers (for example, assigning them information desk, ushering and survey reminder tasks) and act as a point of contact with cinema staff.
- Where willing, act as MC for any Special Guest Talk Event (to be confirmed) and assist with guest-list and seating.
- Help respond to any issues that arise during events.

After the festival

- Help collect banners from the venues and arrange their delivery to the local Embassy or Consulate-General office, and help arrange return of any remaining materials.
- Take part in a wrap-up conversation with JPF Staff and, if willing, prepare a short post-event note using a template JPF can provide.

Requirements

- Must be passionate about promoting JFF
- Possesses strong project management and organisational skills
- Excellent oral and written communication skills and personal skills
- Exceptional customer service skills
- Be motivated and able to 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 jffau@jpf.go.jp by 10AM, 23 June, 2026.

Date	Indicative milestones
10 July (Fri)	Arrangement commences; induction. JPF to provide the Booklet Distribution Partners List and External Promotion List.
31 July (Fri)	Updated Booklet Distribution Partners List and External Promotion List sent to JPF Staff (indicative).
2 October (Fri)	Volunteer call-out opens for the Special Guest Talk Event and Opening night reception (indicative).
29 October (Thu)	Festival in Melbourne starts.
30 October (Fri)	Opening night volunteer shifts finalised and confirmed (indicative).
6 November (Fri)	Volunteer induction (to be confirmed).
9 November (Mon)	Opening night.
17 November (Tue)	Festival in Melbourne ends.
17–20 November	Wrap-up meeting with JPF Staff (date to be confirmed).
17–20 November	Banners delivered to the local Consulate-General of Japan office (date to be confirmed).
27 November (Fri)	Post-event report and reimbursement form submitted (indicative).

NB: additional tasks may be added as the JFF team finalises the festival program