



Japanese Film Festival 2019 Melbourne Coordinator

The Japanese Film Festival (JFF) returns to Melbourne on 21 November – 1 December, 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 9 September – early December
Location/s:	JFF Melbourne will be held at The Capitol Theatre and Treasury Theatre. The coordinator is also expected to recommend appropriate locations and hubs around the city for flyer distribution.
Hours required:	<p>Workload is expected to increase exponentially from 4 hours/week to approx. 15 hours/week in the four weeks leading up to the Festival.</p> <p>During the Festival, the Coordinator is expected to assist at the JFF main program's opening night and supervise volunteers for 8 full day shifts. Shifts are negotiable.</p>
Honorarium:	\$2,600

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.