

# SHOW ME SHORTS FILM FESTIVAL

## Role Description: Festival Assistant 2024

**Reports to:** Festival Manager

### Background

Show Me Shorts is one of the top short film festivals in the world. Our mission is to connect New Zealand audiences with short films and share New Zealand short films with the world. We do this primarily by organising a film festival that screens a selection of the best short films from Aotearoa and around the world each October. The festival takes place in cinemas nationwide. Additionally, we run a number of workshops, training programmes and special events throughout the year relating to short film, and fostering filmmaking talent in Aotearoa.

### Purpose of this role

1. To provide administrative support to the planning and delivery of all Show Me Shorts Film Festival screenings and events during the 2024 calendar year.
2. To support the work of the Festival Manager.
3. To plan for and host our international guests during the festival.
4. To deliver outstanding customer service to all stakeholders of Show Me Shorts.

### Key responsibilities

The Festival Assistant will help with the production of the festival and events. Tasks will include:

1. Managing correspondence with festival stakeholders at all levels, including phone calls, electronic and physical mail-outs to filmmakers, cinema managers and post-production service providers
2. Administration support for funding applications and submission of censorship applications – including research, data entry and spreadsheet organisation
3. Marketing support, including creating event listings on Facebook, Eventfinda and a Wordpress website.
4. Event support for Opening Night, Industry Day, etc.
5. Guest hospitality, including collecting guests from the airport, transporting them to and from events, taking them for meals, introducing them to other festival stakeholders, and being available to host and assist them throughout their stay

6. Care of the office and other team members, e.g. supermarket and coffee runs, keeping the office tidy

## Essential criteria

- Full, clean drivers licence and own car
- Extremely well organised with high attention to detail and process oriented
- Experience using Microsoft Office and Google software
- Experience using Wordpress, Facebook events and Eventfinda
- Reliability, punctuality, warmth and good manners when dealing with people
- Eager to learn and happy to help in a variety of ways, common sense and ability to take initiative
- Energy and resilience to stress
- Love of cinema

## Desirable criteria

- First aid training
- Ability to speak multiple languages

## Location of work

An office and working tools are provided at 147 Great North Road, Grey Lynn. This role may be carried out partly from home, by agreement with the Festival Manager. A laptop computer will be provided, but the contractor is expected to have his or her own mobile phone. Events to be attended will take place at various screening venues in Auckland.

## Schedule of work and remuneration

This role will commence on 29 July and conclude after 15 weeks of work, on 8 November 2024. The Festival Administrator will work approximately 20 hours per week. The desirable work schedule is: 9:30am-2:30pm Monday, Wednesday & Friday in the office, plus another 5 hours from home during the week.

During the main Festival in October the Festival Assistant will attend and assist with all Auckland-based events, as part of their paid hours. These events take place mostly in the evenings, and include:

1. 10 October – Auckland Opening Night
2. 11 October – International Focus
3. 13 October – Industry Day

It is estimated that the work of the Festival Assistant will require approximately 300 hours. Twenty hours per week, for fifteen weeks, at a rate of \$30/hr. Plus an additional ten hours during the week of the festival, at the same rate. So a total of 310 hours altogether.

**Fee:** \$9,300 (plus GST if any)

In addition, the festival will offer:

- Any approved out-of-pocket expenses relating to the Festival Assistant role will be reimbursed on presentation of itemised receipts.
- Flexible working hours to fit around other work or study
- Networking opportunities with local and international film industry professionals
- The opportunity to be part of a team that creates a world-class film festival