

HUMAN RIGHTS ARTS & FILM FESTIVAL

AWARDS COORDINATOR

The Human Rights Arts & Film Festival (HRAFF) is looking for a passionate, hard-working and committed individual to join HRAFF in 2018 as the Awards Coordinator.

ABOUT HRAFF

HRAFF is a not-for-profit organisation committed to making human rights accessible, relevant and significant to all Australians.

The Festival aims to advance and encourage education and debate among the broader community about human rights issues through the presentation of outstanding film and art.

HRAFF presents a vibrant, multifaceted festival, including film, visual art, music and forums that combine a diverse array of creative responses to contemporary human rights issues.

HRAFF will be held in May 2018, more information can be found here:

<http://hraff.org.au/>

WORKING HOURS

The expected time commitment for the role is approximately one day per week spread across the week according to availability. The role begins in early February until the end of May.

RESPONSIBILITIES

- Curate jury panel from a film background, human rights background, and an arts/social justice perspective.
- Researching, approaching and booking jury members
- Overseeing the logistics of the judging process and meeting deadlines.
- Organising press materials of Jury Members and Sponsors for Festival program, website and marketing team.
- Securing prizes and sponsors for HRAFF Film Awards.

HUMAN RIGHTS ARTS & FILM FESTIVAL

- Liaising with sponsors to confirm prizes and sponsorship deals for the competition and meeting deadlines to confirm their participation.

REQUIRED SKILLS

- Outstanding written and verbal communication skills
- The ability to work within budget constraints
- Ability to establish and maintain relationships with speakers
- Knowledge of prominent figures within the Australian film industry
- Excellent research skills
- Excellent multi-tasking and organisational skills
- Ability to work to tight deadlines
- An interest in film, Human Rights and global issues.

PRACTICALITIES

This is a volunteer role, however a highly rewarding one. The successful applicant will gain invaluable practical experience, as well as making many industry connections.

To apply, please submit a short cover letter outlining your skills and experience along with your CV by COB Friday 3 November 2017 marked Awards Coordinator in the subject line to lauren@hraff.org.au

Shortlisted applicants will be interviewed. The successful applicant will be expected to commence the role at the beginning of February.