

# HUMAN RIGHTS ARTS & FILM FESTIVAL

## SHORT FILM COORDINATOR

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

## 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/>

## TIME COMMITMENTS

The Short Film Coordinator is required to work in the HRAFF office one day a week (6 hours) to assist the Program Director with short film programming.

This is in addition to programmer tasks including attending team meetings and screenings, film festival research, report writing and film content viewing to be assigned weekly. The role begins in late August until February.

## RESPONSIBILITIES

- Works closely with the Program Director in selecting and curating films for the festival.
- Manages the Shorts Programming Teams including the regular distribution of films and maintaining the Short Film Database.
- Manages Withoutabox submission process.
- Assistance with screener requests and official selection processes.
- Research potential films for the program and complete Festival Profile Reports.
- Individually watch and analyse films for consideration and complete related reporting of ratings and analysis.

# HUMAN RIGHTS ARTS & FILM FESTIVAL

- Attend group screenings and programming meetings.
- Contribute to writing promotional copy for the festival programme (film synopsis, media quotes, film information, etc.)

## REQUIRED SKILLS

- Extensive film knowledge and film analysis skills.
- Outstanding written and verbal communication skills.
- Excellent research and organization skills with an ability to meet deadlines.
- A keen interest in film, film festivals, Human Rights and global issues.

## PRACTICALITIES

This is a volunteer role, however a highly rewarding one. The successful applicants will gain invaluable practical experience and ultimately contribute to the dynamic and creative film programme.

To apply, please submit a short cover letter outlining your skills and experience along with your CV by COB Monday 14 August 2017 marked Short Film Coordinator in the subject line to [lauren@hraff.org.au](mailto:lauren@hraff.org.au).

Shortlisted applicants will be interviewed. The successful applicants will be expected to commence the role in late August.