

SPEAKERS COORDINATOR

The Human Rights Arts & Film Festival (HRAFF) is looking for two passionate, hard-working and committed individuals to join HRAFF in 2018 as our Speakers Coordinators. These are volunteer roles.

ABOUT HRAFF

HRAFF is a not-for-profit organisation committed to engaging people with 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 an array of creative responses to contemporary human rights issues.

HRAFF has an extensive speaker and forum program and is looking for two people to coordinate this aspect of the festival.

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 a week according to availability. The roles begins in early December until the end of May 2018.

RESPONSIBILITIES

- Assist in curating panel discussions around the issues explored in the films of the festival as well as human rights and the arts in general
- Watch films
- Research, approach and book speakers
- Write brief synopses of forum topics for website and Festival program
- Liaise with and brief speakers about events
- Coordinate forums and speakers
- Accompany speakers to HRAFF events

REQUIRED SKILLS

- Outstanding written and verbal communication skills
- Knowledge of prominent speakers in diverse fields
- The ability to work within budget constraints
- Ability to establish and maintain relationships with speakers
- Excellent research skills
- Excellent multi-tasking and organisational skills
- Ability to work to tight deadlines
- An interest in Human Rights and global issues
- A background in Journalism would be an advantage

PRACTICALITIES

This is a highly rewarding role. The successful applicants will gain valuable practical experience and make great contacts.

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

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