

HUMAN RIGHTS ARTS & FILM FESTIVAL

SPECIAL EVENTS COORDINATOR

TITLE	Special Events Coordinator
POSITION TYPE	Voluntary, 1 -2 days/ 7 -14 hours per week
APPLICATIONS CLOSE	Friday 6th October 2017 5pm

The Human Rights Arts & Film Festival (HRAFF) is looking for a passionate, hard-working and committed individuals to join HRAFF in 2017 as a Special Events Coordinators to assist with key fundraising events.

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.

More information can be found here: <http://hraff.org.au/>

WORKING HOURS

The expected time commitment for the role is approximately one to two days (7 - 14 hours) per week spread across the week according to availability. The Special Event Coordinator will be expected to be present at all key fundraising events.

RESPONSIBILITIES

- Coordination of our annual Directors Circle donor event and Gala fundraiser
- Provide logistical support to the Event Managers organising the events
- Liaise with venues, suppliers and other contractors in the lead up to the event
- Liaise with special guests as needed

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- Assist with event set-up and packing down

REQUIRED SKILLS

- Experience in event management
- Ability to establish and maintain relationships with various stakeholders
- Strong verbal and written communication skills
- Excellent multi-tasking and organisational skills
- Ability to work to tight deadlines
- An interest in human rights and the arts

PRACTICALITIES

To apply, please submit your CV and a short cover letter outlining your skills and experience. Please submit your application by Friday 6 October 2017 marked Special Events Coordinator in the subject line to Aleta Moriarty, CEO at hr@hraff.org.au.

This is a volunteer role, however a highly rewarding one, with real responsibilities. The successful applicant will gain invaluable practical experience and establish industry connections.

Shortlisted applicants will be interviewed in Melbourne the following week. Applicants must be based in Melbourne. If you have any initial queries about the position please email Aleta Moriarty at the above email address.

HRAFF is an Equal Opportunity Employer.