

## POSITION DESCRIPTION

<b>POSITION TITLE</b>	Events Coordinator
<b>CONTRACT DATES &amp; HOURS</b>	<p>0.6 FTE: 23 June – 27 June 2025</p> <p>1.0 FTE: 30 June – 1 August 2025</p> <p>1.2 FTE: 4 August – 24 August 2025</p> <p>1.0 FTE: 25 August – 29 August 2025</p> <p>0.8 FTE: 1 September – 5 September 2025</p> <p>Reasonable additional hours including nights and weekends are required to be worked during the peak festival period (in July and August).</p> <p>It is a requirement of this position that you are able to work, and do so in the MIFF office, in the months of June to August, during which time no significant periods of annual leave are likely to be approved.</p>
<b>FESTIVAL DATES</b>	<p>7 – 24 August 2025</p> <p>Some hybrid work may be possible outside the festival delivery period.</p>
<b>LOCATION</b>	Bourke St, Melbourne CBD
<b>SALARY</b>	\$67,000 per annum pro-rata + superannuation

### ABOUT MIFF

Founded in 1952 and now in its 73rd edition, the Melbourne International Film Festival (MIFF) is a highlight of Australia’s cultural calendar, with a long history of bringing Victorians the story of the world through unforgettable screen experiences. Held over 18 days in August and spanning events across metropolitan Melbourne and regional Victoria, MIFF is the largest film festival in the Southern Hemisphere and the world’s largest showcase of new Australian cinema.

MIFF returns in 2025 with the most anticipated titles from the world’s greatest festivals – from Cannes and Sundance to Rotterdam, Berlinale and beyond – and with its vibrant showcase of the local screen sector’s brightest stars. Presented alongside its feature film program are a suite of shorts, cutting-edge XR works, galas, special events, MIFF Talks, festival guests, the MIFF Awards and the Bright Horizons international film competition: one of the richest feature film prizes in the world. Alongside the metropolitan screening program, the festival presents MIFF Regional, MIFF Schools and a selection of titles on its streaming platform.

Alongside the public festival program, MIFF runs industry-focused and capacity-building programs: the co-financing fund Premiere Fund, the talent incubator program Accelerator Lab, the screen

content co-production and financing market 37°South, and the Critics Campus program for emerging arts/film critics.

**Our Vision:** An enlightened, inclusive, engaged society through film.

**Our Mission:** To bring you the story of the world through curated and unforgettable screen experiences.

**Core Values:** Creativity, inspiration, integrity, independence.

Filmfest Limited is the parent company that trades as MIFF and MIFF Industry, and is a registered charity under the Australian Government’s Register of Cultural Organisations.

## ABOUT THE ROLE

The MIFF Events Coordinator role is a key role within the Operations team and is responsible for all elements of event coordination including all components of the planning and execution of allocated MIFF events including major galas, award presentations, Bright Horizon premieres, MIFF Premiere Fund premieres and all events. This is a high-energy and detail-focused role with responsibility for ensuring memorable, unique experiences for festival stakeholders, audiences, talent and guests to the highest standard, within budget, over the 18-day festival period. The internal MIFF Events team will be responsible for managing operational aspects of events throughout the planning and delivery phases and will work collaboratively with Connect Entertainment (external event contractor) to realise gala events.

There are two Events Coordinator roles that will work in conjunction to fulfil the duties outlined in this position description and report directly to the Events Manager, contributing to the seamless planning and execution across all MIFF events. This role may be required to delegate tasks to the Events Intern as directed by the Events Manager.

## ORGANISATIONAL RELATIONSHIPS

**Reports to:** Events Manager

**Member of team:** The Operations Team is responsible for MIFF venues operations, event planning and management, film materials technical delivery, operational risk management, and legal and insurance compliance for these areas.

**Key interactions:** Events Manager, Events Intern, Operations team, Commercial Operations Director, Head of Guest Services & Special Projects, Guests Manager, Artistic Director, Head of Partnerships, Head of Systems & Ticketing, Head of Marketing & Communications, Head of Philanthropy & Festival Development, Programming team, Head of Industry and Industry team.

## AREAS OF RESPONSIBILITY AND DUTIES

<p><b>Event Planning</b></p>	<ul style="list-style-type: none"> <li>• This role will serve as administrative and on the ground delivery support for the Events Manager.</li> <li>• Act as communications support to the Events Manager, as well as other internal MIFF departments, ensuring collegial relationships through timely and effective communication</li> </ul>
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	<ul style="list-style-type: none"> <li>• Assist with contra stock management and allocation for events</li> <li>• Assist in ensuring consistent events standard is implemented across all events with clear guidelines and expectations, with this information shared among all MIFF departments.</li> <li>• In conjunction with the Guests team, maintain ongoing communication to ensure clarity and cohesiveness regarding talent movements and event delivery</li> <li>• Maintain up to date timeline for each allocated event, ensuring all internal deadlines are met</li> <li>• Attend weekly/fortnightly Event WIPs as required and feedback on task timeline and progress</li> </ul>
<p><b>Event Execution</b></p>	<ul style="list-style-type: none"> <li>• Provide administrative and on the ground support throughout the execution of MIFF’s major events (including but not limited to) Opening Night, Galas, MIFF Awards and any other premiere events</li> <li>• Provide administrative and on the ground support throughout the execution of MIFF’s elevated and other events (including but not limited to) Premiere Fund premieres, Bright Horizons premieres, Shorts Awards, Galas, and any other premieres and donor/partner events</li> <li>• Support the Events Manager and Operations team in administrating and managing operational aspects of each event, and act as key liaison for allocated events between all venues, the external events company, and MIFF management and industry stakeholders</li> <li>• Event coordination may include, but are not limited to: <ul style="list-style-type: none"> <li>○ Coordination of introductions and Q&amp;As (with Guest and Programming teams)</li> <li>○ In-cinema performances</li> <li>○ Welcomes to Country and Acknowledgements of Country</li> <li>○ Auslan interpreters (with Access Coordinator)</li> <li>○ Stage management for all speakers</li> <li>○ Technical, production and AV requirements (with Technical team)</li> <li>○ Permits/approvals required for any outdoor activations</li> <li>○ Sourcing and booking venues for all pre- and post-event functions/after-parties</li> <li>○ Ensuring delivery of partner benefits and partner stock and activations as required</li> <li>○ Coordination of food and beverage service with external F+B provider where required</li> <li>○ Assist in the creation of runsheets and production schedules as directed by the Events Manager</li> <li>○ Manage door lists at each function, where required</li> <li>○ Any other elements required to deliver an exceptional experience for MIFF audience and stakeholders</li> </ul> </li> <li>• Assist with the logistical elements of red carpets and media walls to ensure installation/de-installation are efficient for allocated major, elevated and standard events</li> <li>• Proactively assist in the smooth running of event delivery, including troubleshooting issues and ensuring strong communication between external event companies, external venues and the MIFF operations team</li> <li>• Support the implementation of sustainable options on all MIFF events in conjunction with minimising waste and opting for reusable and recyclable items</li> </ul>

	<ul style="list-style-type: none"> <li>Uphold MIFF's high standard of presentation and communication for all guests, including stakeholders, VIP's, ticketholders, talent and industry guests.</li> </ul>
<b>Risk Management</b>	<ul style="list-style-type: none"> <li>Familiarise yourself with all MIFF Risk Management documentation and recommend any event related updates to the Events Manager</li> <li>Collate all risk management documentation from external event venues (not including screening venues) for allocated events including emergency/evacuation plans and foyer/seating maps, and provide these to the Head of Operations</li> <li>Have a thorough understanding of MIFF's Safety and Emergency Management Plan and relevant Core Activity Risk Assessments (CARAs) before any event</li> <li>Ensure that risk management policies and procedures are being adhered to at every MIFF event and proactively seek support from and/or provide feedback to Head of Operations where required</li> </ul>
<b>Access and Inclusion</b>	<ul style="list-style-type: none"> <li>Work towards making MIFF a leader in accessible events</li> <li>With the Events Manager, ensure access is embedded in all MIFF events</li> <li>Ensure accessibility is at the forefront of MIFF's events and work with Events Manager to ensure MIFF galas are accessible, including assisting the Access Coordinator with the organisation of any accessible Galas or events</li> </ul>
<b>Other duties</b>	<ul style="list-style-type: none"> <li>Participate in operational production meetings as required</li> <li>Participate in all-staff meetings as required</li> <li>Maintain a good attendance record</li> <li>Be well presented and always conduct yourself in a professional manner whilst at work, including work related functions</li> <li>Keep regular office hours in the lead up to the festival with an understanding that out of office hours will be required during the festival delivery. These will be scheduled as directed by the Events Manager</li> <li>Reach a level of high operational standard using MIFF's database Airtable</li> <li>Ensure any expenditure is pre-approved by the Events Manager</li> <li>Maintain up to date weekly reporting during the lead up to the festival and daily reporting throughout the festival delivery period</li> <li>Provide a detailed post festival exit report</li> </ul>
<b>Maintaining good relationships with MIFF staff and stakeholders</b>	<ul style="list-style-type: none"> <li>Contribute to positive staff morale and maintain professional and productive working relationships with MIFF core and contract staff.</li> <li>Demonstrate a willingness to assist other staff when necessary.</li> <li>Contribute to a positive working environment.</li> <li>Display respectful behaviour towards other staff members and festival patrons.</li> <li>Communicate any problems, delays, risks or concerns to your manager immediately and recommend solutions where possible.</li> <li>Maintain confidentiality of all MIFF information and intellectual property.</li> </ul>

**Adhering to MIFF's Code of Conduct and HR policies**

- MIFF is committed to a respectful, safe and inclusive workplace that is free from discrimination, harassment, sexual harassment, bullying and victimisation. All MIFF staff and volunteers are expected adhere to MIFF's Code of Conduct. The Code of Conduct and HR Policies will be provided upon acceptance of the role.

**EXPECTED PHYSICAL REQUIREMENTS**

Below is an outline of the expected physical requirements and environmental conditions you will likely encounter while carrying out this position. If you require assistance or accommodations to work within these conditions, or if you require any more information, please contact [jobs@miff.com.au](mailto:jobs@miff.com.au).

**Primary Actions/Conditions**

- Consistent use of screens including laptop, monitor, personal smartphone, handheld tablet device
- Sitting at a sit/stand desk in indoor air-conditioned office with carpeted floors
- Ability to navigate complex database systems
- Assist Events Manager during event delivery and follow instructions as well as act autonomously
- Ability to multi-task in high-pressure dynamic environment
- Duties could take place in brightly lit spaces, dark cinema spaces and/or outdoor spaces
- During Festival period position may require extended periods of standing, walking and use of stairs

**Secondary Actions/Conditions**

- During event delivery: use of voice projection to make announcements; crowd/queue management and carrying out duties in crowded and loud foyers/venues
- Manual handling of event infrastructure and equipment, including alcohol stock
- Using a flat-bed or stand-up trolley over short distances to move event infrastructure
- Position may require extended periods of standing; use of stairs
- Walking, driving or catching public transport to metropolitan MIFF venues
- Duties could take place in brightly lit spaces, dark cinema spaces and/or outdoor spaces

Action/Condition	Never	Occasional	Frequent	Continually
Sitting			X	
Standing			X	
Walking			X	
Steps or stairs			X	
Squatting or kneeling		X		
Bending or twisting		X		
Working at heights <2m (i.e. working with hands above shoulder height)		X		
Working at heights >2m	X			
Reaching forwards or sideways			X	

Gripping or grabbing			X	
Typing on a smartphone, iPad or computer				X
Working in front of a screen (e.g. smartphone or computer)				X
Carrying of equipment		X		
Lifting floor to waist; waist to height		X		
Lifting above shoulder height		X		
Pushing or pulling		X		
Varied hours and shift duration			X	
Driving (as part of position)		X		

## ABOUT YOU

Below are the **key selection criteria** for this role.

### Essential

- Demonstrated experience in a similar events role in a comparable industry (including but not limited to cinema, theatre, live performance/music, events, festivals, venues, creative arts)
- Experience working in large-scale festivals/events
- Strong organisational and administrative skills, with extremely high attention to detail, follow-through, the ability to multitask and work autonomously
- Highly developed interpersonal and communication skills with ability to establish trust and respect with a wide range of internal and external clients
- Ability to work in a fast-paced festival environment, adjusting priorities as required and carrying out duties calmly under pressure
- Ability to adapt to a flexible work schedule, including evenings and weekends during the peak planning period and festival delivery season

### Desirable

- Experience working on events within a cinema/film context that incorporate on-screen presentation, media photo calls and red-carpet functions
- Track record of delivering high-level customer experiences
- Ability to manage a budget, control costs and ensure event spend fits within allocated budget
- Experience with Airtable or a similar digital project management or databasing tool

## HOW TO APPLY

To apply for this position, please fill out the application form [here](#).

Please include the following in your application form:

- a cover letter addressing the key selection criteria and why you are interested in joining the MIFF team (no more than two pages)
- your CV (no more than two pages)

Applications close at **11:59PM AEST on Sunday 18 May 2025**.



Applications will be assessed on a rolling basis so we encourage you to apply promptly. For any queries, contact Iva Kingston, Events Manager, at [jobs@miff.com.au](mailto:jobs@miff.com.au) with 'Events Coordinator Position' in the subject line.

MIFF is an inclusive and equal-opportunity employer, and welcomes applications from everyone. We especially encourage applications from Aboriginal and Torres Strait Islander people, members of the LGBTQIA+ community, culturally diverse people, d/Deaf people, neurodivergent people and people living with a disability.