

# HUMAN RIGHTS ARTS & FILM FESTIVAL

## EVENTS COORDINATOR

The Human Rights Arts & Film Festival (HRAFF) is looking for two passionate, hard-working and committed individuals to join HRAFF in 2017 as Events Coordinators.

## 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 2017, more information can be found here:

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

## WORKING HOURS

The expected time commitment for the role is approximately one day (8 hours) per week spread across the week according to availability. During festival Event Coordinators will be expected to be present for all key festival events. The role begins in late March until late May when the festival finishes.

## RESPONSIBILITIES

- Work directly with the Program Director and Arts Manager in the delivery of festival events.
- Assist in managing all festival events including Opening Night, Closing Night, Art Exhibition Openings and *HRAFF Goes West* events.
- Coordinate the logistics of Festival events.
- Oversee the operations of Festival events.
- Liaise between Festival, venues and artists.

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## REQUIRED SKILLS

- Experience in event management.
- The ability to work within budget constraints.
- Ability to establish and maintain relationships with various stakeholders.
- Excellent multi-tasking and organisational skills.
- Leadership skills.
- Ability to work to tight deadlines.
- An interest in Human Rights and the arts.

## 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 Thursday 23 March 2017 marked Events Coordinator in the subject line to [lauren@hraff.org.au](mailto:lauren@hraff.org.au)

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