

Convenor

Bendigo Queer Film Festival:

The BQFF provides cultural and artistic opportunities in film to gay, lesbian, bisexual, transgender, intersex and queer (LGBTIQ) people living in Central Victoria. The annual event presents films produced overseas and locally. This includes the annual BQFF International Short Film competition.

Role description:

To oversee all aspects for the successful delivery of the annual film festival, by working with key stakeholders, reporting to the BQAR committee and steering the Festival to a secure future.

Location:

- This position will be based at various locations within the festival precincts.

Meetings held at Emporium Creative Hub on Mitchell Street, Bendigo prior to the event
Film season at La Trobe Visual Arts Centre 121 View Street Bendigo (venue to be confirmed)

Qualities and Skills Preferred:

- Leadership and ability to manage others.
- Sound financial oversight.
- Good communication and interpersonal skills.
- Adaptable and flexible.
- Strategic planning and development.
- Grant writing, funding and reporting proficiency.
- Responsible for actions and proactive implementation of work plans.
- Teamwork.
- Media and publicity experience involving public speaking.

Duties:

- Secure the film programme via consultation with presenting partner MQFF.
- Chair meetings and assign tasks.
- Represent the festival via publicity with media outlets.
- Oversee and monitor BQFF volunteers, and their roles, and assign tasks where required.
- Prepare annual reports.
- Prepare strategic and operational plan.
- Ensure values and mission are upheld and reviewed where necessary.
- Provide the vision and drive the festival committee to achieve common goals.
- Liaise with key stakeholders, sponsors and VIP's.
- Book venues for events.

Times Required:

The role of the Convenor requires an estimated commitment of:

- 3 hours per month during the off-season (July to December)
- 4 hours per month – January, February, March, May and June
- 15 hours during festival (March/April)

Other Information

More information on the event can be found at www.bendigoqueerfilmfestival.com.au