



**cinefest oz**  
FILM FESTIVAL  
WESTERN AUSTRALIA  
APPLICATION PACK  
2024

# CINEFESTOZ COMMUNITY ENGAGEMENT AND EDUCATION MANAGER POSITION DESCRIPTION

**REPORTS TO:** Chief Executive Officer

**DIRECT REPORTS:** First Nation Engagement Coordinator, Cinesnaps Education Coordinator and any designated Movie Crew Volunteers & Interns

**KEY RELATIONSHIPS:** First Nation Film Manager, Program and Partnerships Manager

**WORK TYPE:** Fixed term 12 month role, Part - Time (3 days equivalent)

**SALARY:** \$75,000 - \$80,000 pro-rata

**AWARD:** Live Performance Award, Level 6

**LOCATION:** Western Australia / South West

## ABOUT CINEFESTOZ

CinefestOZ is a not-for-profit organisation, owned by Geographe French Australian Festival Inc (GFAF Inc) and presents festivals and events in Western Australia, using the medium of screen to entertain, inform, inspire and educate. In addition to presenting festivals, CinefestOZ delivers an industry programme and a schools programme. CinefestOZ vision is to be a thriving and sustainable leader in the Australian screen industry by promoting remarkable screen content. In doing so, the organisation will bring together artists, storytellers, and audiences to learn from each other and inspire, educate and support the development of the next generation of storytellers.

Western Australia's premiere destination *CinefestOZ Film Festival*, is in its 17th year and is centred in the South West and focused on Australian film. Each year over nine days in August and September, CinefestOZ offers a slate of new feature films, documentaries and shorts, galas and events and a stimulating and very well attended schools program. The Australian and Western Australian film industry, as well as a diverse audience of film lovers, embrace the festival as their own special event. A range of stakeholders and community groups support this event.

In 2021, CinefestOZ expanded to include CinefestOZ Albany, which is held in partnership with the City of Albany and the local community. It is held annually in April with Australian film premieres, IndigifestOZ, Schools and filmmaker Q&A sessions. CinefestOZ Broome (First Nations Film Festival) was first held in November 2022 in partnership with Goolarri Media, a wholly owned and run Indigenous media organisation and has seen continued success in 2023 and 2024.

## ROLE OVERVIEW

This is an exciting position to connect, educate and inspire local communities and students to grow Australian screen makers and audiences as CinefestOZ moves to delivering year-round events across the state.

The Community Engagement and Education Manager is responsible for building and maintaining relationships with local schools, community organisations, and stakeholders to enhance educational programs and community engagement initiatives. This role involves coordinating engagement activities, implementing curriculum linked education programs, and fostering partnerships that support student development and community involvement.

The ideal candidate will come from an education background, with a proactive attitude and the ability to prioritise and multitask under pressure. They will have excellent communication skills and must have the ability to engage with a range of contacts and stakeholders from the film and arts industries. Past experience or qualifications in the education sector will be highly regarded.

This is a fixed term 12-month (with possible permanency) part-time role equaling to around 3 days a week with hours and pay rising to full time during Festival periods. CinefestOZ has an office in Busselton with a

fixed fortnightly team meeting and Tuesday pivot days. Hybrid working arrangements are welcome including working split days and from home regularly.

### **KEY RESPONSIBILITIES:**

**Relationship Building:** Develop and maintain strong relationships with school administrators, teachers, parents, and community leaders to identify opportunities for collaboration and support. Carry out ongoing consultation and evaluation with teachers' participants and partners to ensure that the programme is audience-focused.

**Program Development:** Design, implement, and evaluate screen and arts educational programs for primary and secondary school students that align with organizational goals, providing clear links to curriculum outcomes. Giving students a chance to deepen their understanding of screen, explore new ideas, and present new career pathways.

**First Nations Collaboration:** Oversee CinefestOZ's Reconciliation Action Planning and, working with wider organisation on implementation. Support the First Nation program leaders in delivery of IndigifestOZ events and activities ensuring diligent consultation with local elders and first nation community.

**Community communication:** Serve as a liaison between schools, community organizations, and the organization hosting advisory meetings across each festival region. Record and communicate program details, updates, and outcomes to stakeholders.

**Festival Design:** Collaborate across the wider CinefestOZ team to develop and support marketing and communications strategies to promote the festival's community engagement activities and to have input in film curation for schools and community designed programmes.

**Event Coordination:** Organize and facilitate workshops, incursions and excursions at CinefestOZ festivals and out of season events, including the Cinesnaps Short Film Competition, that promote community engagement and educational initiatives with support from the Cinesnaps Education Officer.

**Resource Management:** Identify and allocate resources for community and school programs within the prescribed budget, materials, and volunteers and support new funding opportunities applications.

**Data Collection and Reporting:** Collect and analyze data related to program effectiveness and community engagement, having input to prepare reports for stakeholders and funding agencies.

**Training and Support:** Provide training and support to interns, volunteers and staff involved in community and school programs.

**Advocacy:** Advocate for the needs and interests of students and the community within the organization and in broader community discussions.

### **ROLE REQUIREMENTS**

- Bachelor's degree in Education, Community Development, Social Work, or a related field or extensive knowledge of school curriculum with educational institution experience.
- Proven experience in community outreach, program development, or education management.
- Ability to work independently and collaboratively in a team environment.
- Strong interpersonal and communication skills, with the ability to engage diverse stakeholders
- Excellent organizational and project management skills.
- Demonstrated strong time management skills with a high degree of attention to detail.
- Demonstrated advanced computer skills particularly Microsoft Excel and Microsoft Word.
- Ability to work in a high-pressure environment, desirably a Festival or alike environment.

- A current drivers license with own vehicle.

#### Preferred Qualifications:

- Experience working with schools or educational institutions.
- Familiarity with festival environment
- Knowledge of the film industry and screening requirements.

#### Attributes

- Ability to communicate with a range of people in a professional capacity.
- Demonstrated capacity for initiative and self motivation.
- Ability to work with young people and volunteers.
- Demonstrated ability to communicate verbally and in writing.
- Ability to undertake a range of tasks under pressure.

### **APPLICATION PROCESS**

Applications to be directed to [jobs@cinestoz.com](mailto:jobs@cinestoz.com) attaching the applicants current CV with contact details of two referees and cover letter (max 2 pages) responding to the role requirements.

If you are unable to submit an application online or if you have any questions or queries regarding the application process or position, please email us at [admin@cinestoz.com](mailto:admin@cinestoz.com)

At CinefestOZ we support and celebrate diversity. CinefestOZ is proud to be an equal opportunity employer. Persons of all backgrounds and beliefs are encouraged to apply.

By submitting an application for this position, you acknowledge and accept our Privacy Policy, which is available to view on our website.