

Sit Down Shutup and Watch Film Festival Coordinator

Part Time position – 7.5 hours per week, increasing to full-time hours

Tutti Arts Inc is a dynamic multi arts organisation, working with a diverse community of people from disability and wider communities. Tutti's vision to take the work of artists with disability to the world is underpinned by a deep community arts and cultural development practice which seeks to address the social and professional isolation of artists

The Sit Down Shutup and Watch (SDSW) Film Festival Coordinator is an exciting position for those passionate about the film industry. SDSW Film Festival is Australia's film festival for films made by people with a learning disability. SDSW has now delivered two successful film festivals, with the third festival scheduled for 2018.

The core function of the role will be to support the SDSW Steering Committee to plan and deliver the third festival in 2018. Ideally, the role will also cover marketing strategies, and provide support and supervision to the SDSW Administrative Assistant. Knowledge and experience in a Film and/or Disability Arts organisation is a definite advantage.

Key tasks will include:

Support the SDSW Steering Committee in their development
Preparing agendas and minutes for meetings
Prepare funding applications and acquittal reports
Work with the Committee on film acquisition, festival planning & implementation
Volunteer Coordination
Coordinate external communication through newsletters and social media.

Qualifications and Experience - Essential

- Relevant qualifications in Disability, Community Services and or Arts Excellent communication skills, verbal and written
- High level coordination skills
- Passion for the Arts and knowledge of the Film, Arts or Disability Industries
- Demonstrated ability to work in effective teams to deliver specific outcomes
- Ability to relate on a personal level with people with disabilities, their families and advocates
- Ability to empower people with disability to take responsibility for the program
- Driver's license

Desirable

- Experience in an arts related area
- Developed ability to negotiate
- Competency in conflict resolution

- Experience in an arts related area

Salary: Social Community Home Care and Disability Services Industry Award Level 4, Step 4.
plus salary packing (or salary sacrifice)

Application Process and Selection Criteria

All applicants must provide a cover letter with their application, together with a separate document that responds to the following four selection criteria (maximum 2 pages), as well as submit a curriculum vitae that demonstrates professional experience and any academic qualifications.

Please address each point individually in your separate document. Applications will not be accepted without this attachment.

1. Demonstrate experience managing creative concept development, logistics management and ability to deliver events on time and on budget
2. Excellent written and verbal communication skills.
3. Can demonstrate a high level of problem solving skills, resource planning capability and time management expertise
4. Knowledge and experience with the arts sector in South Australia

Note: An understanding and enthusiasm for the small-to-medium arts sector, particularly in the area of disability arts, is strongly desirable.

For further information please contact Belinda Warnes, Arts Administration Officer

Email belinda.warnes@tutti.org.au or ph 84226511.

Applications due by COB Monday 27 February July 2017

Please address your application to Pat Rix, Artistic Director, and submit it to via info@tutti.org.au