

**BELFAST FILM FESTIVAL**

Belfast Film Festival is a vibrant and energetic organisation, which plays a central role in the cultural life of Belfast. The organisation has delivered an annual Belfast Film Festival since 1995, and in 2018 initiated Docs Ireland, promoting a dynamic year long programme of fiction and documentary film events, that are entertaining, provocative and inclusive, attracting a diverse and growing audience. Belfast Film Festival also provides a platform to showcase the local industry and facilitate cultural debate.

**EVENT SUPPORT (CASUAL STAFF)**

 **JOB DESCRIPTION**

**RESPONSIBLE TO:** Head of Events

**DURATION:** Shift Based work during the festival period 3rd – 12th November 2022

**Summary of Role**

Event Support staff will help with the preparation, coordination and delivery of a variety of public-facing events during BFF22. They will help with the event delivery of our festival programme. This will include support in venues for screenings, workshops, panel discussions, masterclasses and networking events.

You will be working with the head of Events, much of the role will take place in a number of external venues. We require flexibility on hours of work to ensure events are effectively delivered.

**Key Responsibilities**

**Event Delivery**

* Help the team to ensure smooth logistical delivery for all BFF events as directed by the Head of Events.
* Maintain good communication with other team members regarding event planning, schedules, security, technical requirements and other logistical elements.
* Be familiar with risk assessments on various venues
* ensure events run smoothly and are in accordance with venue and tech specifications.
* Work with BFF colleagues and teams ensure best delivery of events.
* communicate any key event information and updates to relevant BFF colleagues
* Ensure you are briefed prior to each event, including notes any special event requirements
* Liaisons with other relevant event staff
* Help with smooth stage management of run-throughs and events,
* Support efficient venue set-up, break-down and cleaning arrangements, with consideration for BFF’s schedules. E.g. post screening Q&A seating, lighting, mics, etc
* Communicate effectively and regularly with colleagues and across the Festival to share information
* Be courteous and professional in all dealings with colleagues and customers during BFF event delivery

**Person Spec**

* Experience of working in an event delivery setting
* Demonstrable experience of organising
* IT skills, including MS Office and database management software,
* Good organisational skills with the ability to meet deadlines in a high pressure environment,
* Demonstrable audio-visual technical knowledge and experience in a live event environment
* Experienced at working with technical hires,
* Excellent written and oral communication skills with the ability to deal effectively with people at all levels,
* The ability to develop and maintain good working relationships with BFF colleagues, partners and stakeholders,
* Ability to apply tact and discretion when needed, can work independently and within a team
* Adaptable and flexible approach to work, is able to act responsibly under pressure and to prioritise and multitask effectively,
* Good time management skills interpersonal attributes
* Ability to work unsociable hours during the run up to and during the Festivals.