

# Bali Film Festival

## **Call for Volunteers & Interns**

Be an important part of the festival experience by contributing your talent!

The festival is held annually and takes place on the inspirational island of Bali. Movies from Indonesia and around the world are shown daily in our hybrid festival of regulated in-person, digital programming, and outdoor screenings.

In addition, we hold the Bali Film Forum for international filmmakers and industry professionals, conduct a series of student workshops that support aspiring talent, plus organize a community program of sensational events leading up to and during the festival period.

Rewards for taking part in festival include Festival Pass, Seminars, Film Gatherings, Premiere Parties and the Official Festival T-shirt! By request, interns receive certificates, credits in the program, references and join a circle of film friends.

We are currently looking to fill the following positions to support the Committee.

### **A. PRODUCTION TEAM: Start: Immediate**

#### **Producer**

Experienced producer to join the team to play a key role in the Festival and education touring programme. The Producer will work closely with the core team on the development of the festival and delivery of all related programme outputs and operations. They will help drive the programme forward with a specific focus on the production of new opportunities, programmes and partnerships. The Producer will play a vital role in the success of the programme, working closely with the senior producer, artists and partners across multiple platforms.

You will need to be a skilled communicator and negotiator, ensuring a deep level of partner and participant engagement. Alongside having experience of working closely with filmmakers, community, audience and artists. Involved in the implementation of new branding and creative expression in the theater, public and outdoor cinema.

#### **Production Assistants**

Individuals needed to support a Production Team in accomplishing a success event.

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## B. MARKETING

The MARKETING dept produces all print including the Festival Programme and Catalogue, all publicity materials, advertising, the website, displays, direct marketing, literally anything with our name on it, liaison with Box Office and also a public and guest information service. The Marketing department operates with two Placements in the summer.

### **Marketing Expert : Start: Immediate**

Works with marketing the festival and supporting the partnerships: developing, delivering effective campaigns and analysing results. A major force behind the management and performance of the extended Marketing Team including a Marketing Assistant, Design and Display, FOH and Web Teams.

Experience in a marketing role within an arts organization or similar is essential - as are skills in negotiation, budgeting and the management of a multifaceted workload.

### **Key skills:**

- A. Marketing experience, preferably within the arts sector
- B. Solid experience devising & implementing creative marketing campaigns, print production, direct mail, e-marketing, new media, distribution promotions.
- C. A proven track record of using marketing campaigns to meet sales, audience and revenue targets.
- D. Experience of monitoring and managing budgets.
- E. Good copy writing and proofing skills
- F. Outstanding written and verbal communication skills
- G. Ability to network effectively internally and externally
- H. Good negotiation skills
- I. Excellent IT skills including Microsoft Office packages.
- J. Excellent organizational, scheduling and planning skills, including the ability to prioritise a sizeable workload and meet deadlines.
- K. Ability to work to own initiative but still be a key team player.

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## **Marketing Team: Start : Immediate**

We are seeking a Marketing Assistants to create a marketing team for the festival. The Marketing Assistants will provide administrative support to the core marketing team, help deliver key aspects of the overarching marketing plan in the lead up to and during the festival and work with the team on devising event specific marketing where necessary.

Candidates should have at least some experience in arts marketing or similar and must have excellent writing skills and ideally have experience of working on your own initiative, be proactive, conscientious and be able to multi task.

**Key Skills required:** Some marketing experience, preferably within the arts sector

- A. Experience with implementing marketing campaigns, particularly some experience with print production, direct mail, and e-marketing would be desirable.
- B. A keen interest in film and the performing arts.
- C. Some experience of negotiation and managing a budget.
- D. Good copy writing and proofing skills
- E. Good written and verbal communication skills
- F. Some experience with negotiation
- G. IT skills including Microsoft Office packages.
- H. Excellent personal organizational skills, including the ability to prioritize workload and meet deadlines.
- I. Ability to work to own initiative but still be a key team player.

## **C. P.R. & MEDIA RELATIONS – All positions start Immediate**

PRESS provides a link between the Festival and the media - TV, Radio and Print - arranging coverage, reviews and interviews. This department runs a schedule of screenings for the press, holds press conferences, pushes stories and responds to the pull on their shirt tails of journalists for material. Their relationship with the media is a symbiotic one.

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## Head of Press

You'll work with the Committee and the P.R. to establish, and manage the implementation of a press strategy for the Festival, gaining as much positive coverage for the Festival and its programme in all media before and during the Festival as possible.

You'll manage two Press Officers, one Assistant Press Officer, two volunteer Press Festival's photographers. You must have previous experience of running all press activities for an event of this scale and/or experience in press relations within the film industry. You must also have proven experience of managing a department. The ideal person is a super communicator, mature, calm under pressure, a leader and a diplomat with a nose for a great story.

## Press Officers/Writers

Previous experience within a press office and knowledge of the film world wanted here to write press releases, manage team of assistants, run conferences and schedule interviews. Bi-lingual in English & Bahasa Indonesian required.

**(Two posts available: one for Indonesian films, another for International.)**

## Assistant Press Officer

To assist the Head of P.R. and Press.

Previous experience in a Public Relations or Press environment. Good IT skills, excellent communication skills, be very organised, calm, composed, prepared to do repetitive tasks such as preparing press kits, CD's, photocopying and prepared to work at events at all hours.

## **D. GRAPHIC DEPT**

### **Graphic Designer: Start: Immediate**

A graphic design job for publicity materials and notices of every kind. Giving a consistent and professional look to all print and digital material generated in-house. You have to be suitably skilled and creative, available to work on, cope with and prioritize a heavy workload, and work well within a team.

### **Graphic Designer Assistants: Start: Immediate**

Assist with all the creative design and display from program, banners, e-flyer, advertisements.

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## E. WEB

### **Web Content Editor: Start: Immediate**

In the run up to and during the festival you'll provide all the magazine content for the festival. You'll need previous experience of web content provision, copywriting, editing, interviewing and meeting deadlines.

### **Social Networking Talent: Start: Immediate**

We are seeking someone who is active in social media and communicates fluently using the internet, Instagram, FB and Twitter. You will handle the constant flow of information being circulated through Festival IG, FB page and Twitter. Covering news and updates on the film screenings and festival events. Conducting research and keeping update on the global event and film festival calendar.

## F. DEVELOPMENT

The Development Department primarily seeks strong *festival partners and raises sponsorship* funds from the corporate sector, individuals, cultural centers, embassies, like-minded community organisations. To organize Film Festival fundraisers, parties and co-ordinate the needs of sponsors including tickets, branding and corporate hospitality.

We are looking to fill the following positions to support the Committee:

### **Development & Fundraising Manager : Start: Immediate**

To establish new relationships with sponsors and nurture existing ones. You'll make presentations and sell corporate entertainment, be responsible for contracts, budgeting and the delivery of benefits to sponsors. You need to be a strong negotiator, commercially aware and culturally aware, creative and with a marked ability to translate plans into action. Preferable experience in a development role in the nonprofit making sector and have experience of selling and contract negotiation at a senior level. You need to be good at managing people and budgets.

**(Two posts available: one for Indonesian, another for International.)**

### **Event's Organiser: Start: Immediate (Indonesian National)**

To create and organize events to support the annual program. Film screenings, filmmaker interviews, workshops, meet & greet, receptions and parties, and other events in conjunction with sponsors and film distributors. You must be experienced in the arts and/or event management, be highly organized, experienced in project management, able to manage multiple tasks, an excellent communicator, un-flappable, creative, flexible, and have budgetary skills.

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## Events Manager : **Start: Immediate**

Day to day activities in coordinating and set up of the related festival events. Experienced in the arts and/or event management, be highly organized, good in project management, able to juggle multiple tasks, an excellent communicator, un-flappable, creative, flexible, and have budgetary skills.

## Displays Coordinator: **Start: Immediate**

Creates effective displays in all Festival venues and other sites e.g. shops. Creates all in house signage and branding. Skilled in desk top publishing. Must be visually literate, an ideas person but also able to conform with house style.

## **G. GUEST SERVICES – Start One Month Prior to Festival Dates**

Guest Services is responsible for all aspects of hospitality for the guests, celebrities and filmmakers of programmed films and events.

### Head of Guest Services :

To oversee all aspects of guest hospitality for the festival. From managing the travel and accommodation arrangements to supervising the front line welcome desk for guests. Also scheduling public appearances, organizing tickets, drivers, translators and baby sitters if necessary. You need to be very flexible, calm, with a sense of humour, have excellent organizational and admin skills. It's vital that you are experienced managing staff, looking after many clients and handling a large volume of information that is constantly changing.

### Guest Accommodation Coordinator :

Booking hotels and private accommodation for guests over a short period of time. It's extremely fiddly and you will expect to be under pressure. At certain stages in the process, you will be challenged. So nerves of steel essential and a very good business sense. Previous experience as a travel agent might be appropriate.

### Guest Accommodation Coordinator's Assistant:

To assist in the booking of hotels and private accommodation for lots of people over a short period of time. You must be an understanding, patient assistant, also with nerves of steel and a pleasant but firm manner. Attention to detail and a good business sense very important.

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## Guest Coordinator:

Previous experience in a managerial role with considerable responsibility for other staff, guests/clients, highly evolved administrative abilities and knowledge of the film industry infrastructure all essential to do this job.

## Festival Driver:

Must be experienced drivers, with valid licenses for insurance purposes, and have finely tuned customer service skills. You are part chauffeur, part ambassador and often the first face the guests meet. It helps if you're interested in filmmaking and filmmakers when it comes to getting up in the morning for those 6am airport pickups and late night drop offs. You need to know the roads of Bali well, and to feel comfortable driving in typical Bali road conditions. If you are also able to volunteer your car (driven by you) then you are almost guaranteed a job! Must be an experienced driver and over 23 years old for insurance purposes. **(Indonesian National Only)**

## Guest Drivers' Coordinator:

Knowledge and understanding of managing personnel are essential. Equally essential is the ability to develop a good relationship with the drivers and guest booking staff. You will need to quickly adapt, respond to endless and constantly changing requests for pickups and drop offs and to remain calm under pressure and polite at all times. People management, communication skills and problem-solving skills necessary. **(Indonesian National Only)**

## **H. COVERAGE**

### Festival, Videographer, Photographers:

This is not leisurely days spent in a studio but to take official video and photos for the festival of all its activities. We need Camera Operators & Photographers for Workshops, Screenings, Events as well as for the festival behind the scenes. Live events, and you will be on the go all day from morning to late night. You may need to go from venue to venue, changing settings and equipment at speed, and responding to ever changing lighting conditions.

This would suit someone passionate about photography and cinema, who is good with people, approachable, diplomatic yet bold.

Abilities to anticipate shots and capture impromptu, candid images are essential to do this job.

### Festival, Videographer, Photographer & Assistants:

You will act as a runner for the photographers going between themselves and our Picture Desk in the offices. There will also be the opportunity for you to take photos if you have kit and can prove yourself as capable behind the lens.