

HUMAN RIGHTS ARTS & FILM FESTIVAL

ARTS PROGRAM COORDINATOR

The Human Rights Arts & Film Festival (HRAFF) is looking for **two** passionate, hard-working and committed individuals to join HRAFF in the lead up to the 2020 festival as Arts Program Coordinators.

ABOUT HRAFF

HRAFF is a not-for-profit organisation committed to making human rights accessible, relevant and significant to all Australians.

The Festival aims to advance and encourage education and debate among the broader community about human rights issues through the presentation of outstanding film and art.

HRAFF presents a vibrant, multifaceted festival, including film, visual art, music and talks that combine a diverse array of creative responses to contemporary human rights issues.

HRAFF will be held in May 2020, more information can be found here: <http://hraff.org.au/>

WORKING HOURS

The expected time commitment for the role is approximately one day (6-8 hours) per week spread across the week according to availability. The role begins in early September until late May when the festival finishes.

RESPONSIBILITIES

- Connect with existing arts organisations to put together a diverse and challenging arts program.
- Event coordination for Festival events in the Arts program.
- Coordinate the logistics of Festival Arts events.
- Liaise between Festival, venues and artists.
- Manage festival volunteers at Arts events.

REQUIRED SKILLS

- Experience in arts management, or arts management as a study area.
- The ability to work within budget constraints.
- Ability to establish and maintain relationships with various stakeholders.
- Excellent multi-tasking and organisational skills.
- Leadership skills.
- Ability to work to tight deadlines.
- An interest in the arts, Human Rights and global issues.

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PRACTICALITIES

This is a volunteer role, however a highly rewarding one. The successful applicant will gain invaluable practical experience, as well as making many industry connections.

To apply, please submit a short cover letter outlining your skills and experience along with your CV by **COB Friday 13 September** marked Arts Program Coordinator in the subject line to hr@hraff.org.au.

Shortlisted applicants will be interviewed. The successful applicant will be expected to commence the role in mid-September