



Whānau  
Mārama  
New Zealand  
International  
Film Festival

## NEW ZEALAND FILM FESTIVAL TRUST JOB DESCRIPTION

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<b>Position:</b>	Publications and Content Editor
<b>Reporting to:</b>	General Manager with close relationship with Artistic Director
<b>Oversee:</b>	Copy writers (internal and external)

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### **BACKGROUND & PURPOSE / WHAKAPAPA ME NGĀ WHĀINGA**

Whānau Mārama: New Zealand International Film Festival (NZIFF) is an annual event, operated by a Charitable Trust, the New Zealand Film Festival Trust (NZFFT). The Trust is a professional, non-profit, non-political organisation with the aim of fostering interest in film and encouraging a high standard of film creation and appreciation.

NZIFF 2024 will screen in up to 10 centres from 31 July to 8 September 2024. The film festival is an eagerly awaited and anticipated cultural highlight. The curated programme caters every year to a wide audience throughout the country.

The NZFFT national office is based in Wellington, with a secondary office in Auckland. A core permanent team runs the film festival operations with additional short-term contractors in place during the three months spanning the lead-up to and delivery of the festival.

### **ROLE DESCRIPTION / NGĀ RAUKURA O TE TŪRANGA**

This role is responsible for the planning, production and delivery of the printed programme catalogue(s) for the film festival. In 2024 it is expected there will be one nationwide catalogue. This role also contributes to the development of copy and editorial for the NZIFF website and other marketing usage, both in print and online. Additionally, this role will work with the contracted graphic designer to deliver key marketing collateral for the festival.

### **TERM OF EMPLOYMENT / TE ROA O TE MAHI TAHI**

This is a full-time fixed term contract position for the period of 15 April to 12 July 2024 ideally based in Wellington. There is some flexibility for the contractor to be based elsewhere with a commitment to being in Wellington for the key programme catalogue production period in June 2024.

## **REQUIRED SKILLS AND EXPERIENCE / NGĀ PUKENGA**

- Extensive experience working in publication editing and production
- Advanced researching, copywriting and editing skills with an attention to detail
- Extensive knowledge and strong interest in international film culture
- Advanced knowledge of print production processes and requirements including understanding of requirements for low-vision readers
- Computer literacy: Advanced Adobe software skills (Photoshop, InDesign), and Intermediate user of Microsoft Word, Microsoft Excel, Microsoft Outlook and experience using project management platforms
- Experience instructing and supervising others
- Highly effective time management, organisational and multi-tasking skills with high attention to detail
- Highly effective problem-solving skills
- Highly effective verbal, written and interpersonal communication skills
- Experience working autonomously and as part of a team
- Ability to work effectively under pressure

## **KEY RESPONSIBILITIES / NGĀ TAKOHANGA**

### **PUBLICATIONS**

- Work with the Artistic Director, Head of Programming and Head of Marketing and Communications to develop the programme brochure outline including structure of programme, grouping of films and how readers navigate through film selection
- Work with NZIFF team to identify suitable writers for individual films.
- Brief programme note copywriters (Note: a portion of this work will have already taken place) and undertake editing required to prepare notes for publication
- Oversee research for credit notes
- Research and write copy for programme catalogues including programme notes, introductions, venue information, ticketing information and all additional information
- Work with Artistic Director and Head of Communications and Marketing to select imagery for printed programme catalogues and website
- Work with design agency and Marketing Lead – Layout and Design to finalise templates for programme catalogue pages including advising on colour usage
- In conjunction with General Manager, develop pagination for programme catalogues.
- Ensure programme notes and all credits are accurate and ready for layout
- Oversee schedule checking process ensuring schedules, film notes and programme information are accurate
- Work with Marketing Lead – Layout and Design on layout and production of the printed programme catalogues through to preparation for print ensuring robust proofing has been undertaken and adhering to deadlines and budget
- Ensure advertisements meet technical requirements
- Work with Marketing Lead – Layout and Design and printer to ensure files meet requirements for print

**OTHER COPYWRITING**

- Work with Head of Communications and Marketing to ensure film and non-film copy, and film credits for NZIFF website is updated and correct.
- Provide base copy on films for Promotions Team use including use for media releases, media pitches, and social media.
- Provide additional editorial copy for website as required.

**FINANCIALS**

- Track and record costs for related activity.

**REPORTING**

- Provide regular reporting as required
- Provide report at the conclusion of the contract including recommendations for future improvements.

**PROFESSIONAL COMPETENCIES****INDUSTRY**

- Excellent knowledge of the New Zealand film, arts, culture, or creative sectors
- Extensive knowledge and strong interest in international film culture

**ROLE SPECIFIC**

- Extensive experience editing or coordinating written material in the creative sector (working in film is a particular advantage)
- Network of writers covering a wide range of topic areas
- Advanced knowledge of print production processes and requirements for print
- Working knowledge of project management tools, systems and processes
- High level of planning and organisational competency, including management of time, people, process, and resources
- Exceptional level of attention to detail in all aspects of the role and its responsibilities

**PROBLEM SOLVING**

- Critical thinker and problem-solver promoting efficient and effective work practices and the development of ideas and solutions
- Proactive approach to risk identification, escalation, and resolution

**RELATIONSHIP MANAGEMENT**

- Working knowledge of stakeholder relationships and the nature of the NZIFF stakeholder ecosystem
- Positive and proactive approach to working with all NZIFF stakeholders
- Represent NZIFF as required presenting a professional and positive image of the organisation

**BUSINESS MANAGEMENT**

- Contribute to the development and realisation of NZIFF objectives

- Assist NZIFF in monitoring the current political, legal, cultural, technological and censorship environment to detect issues which may have either adverse effects on the execution of NZIFF objectives; or which may provide opportunities to advance those objectives
- Contribute to improvements to systems and practices
- Protect the safety and security of NZIFF assets

#### **INTRA AND INTERPERSONAL**

- Ability to work to deadlines under pressure while meeting and managing expectations in a professional manner
- Positive and proactive approach to working with all NZIFF team members
- Awareness of stress in self and others, and an ability to engage with and deploy stress management skills and techniques when required
- A developed understanding of and commitment to the diversity and equality of all peoples

#### **PERSONAL ATTRIBUTES**

- Welcoming – a warm, open communication style that’s professional and inclusive
- Curious – an inherent interest in discovery, innovation, and creative endeavours
- Adventurous – undeterred by challenge or navigating new territory
- Quality driven – strives for excellence, high attention to detail, refines their craft
- Self-responsible – honest and accountable, aware of their impact on others
- A relationship builder – team-centric, constructive, supportive, and respectful
- Confident – self-directed, assertive, genuine, and open
- Committed – reliable and engaged, takes a proactive approach to their work and the workplace

#### **KEY RELATIONSHIPS FOR THE PUBLICATIONS EDITOR / NGĀ PIRINGA**

- NZIFF staff, contractors, programmers
- External copywriters
- Filmmakers
- Film distributors and sales agents
- NZIFF sponsors and advertisers
- NZIFF Venues
- External design agency
- Printers and suppliers

#### **REMUNERATION / PUTEA**

To be discussed with shortlisted candidates prior to interviews commencing.

#### **HOURS / NGĀ HAORA**

The employee will generally work for 40 hours each week between the hours of 8.00 am to 6.00 pm, Monday to Friday. The employee can choose when to start and end work each day (within agreed limits), as long as they work the agreed number of hours. The Employee will also be

required to work additional hours which are reasonably required to fulfil the duties and responsibilities of the position (this includes a commitment to working evenings and weekends in June to ensure print deadlines are met).