



national film and video foundation
SOUTH AFRICA
an agency of the Department of Sport, Arts and Culture

VACANCY

Position: Temp - Events Officer

Reporting to: Events Manager

Job Ref: RECR/EO/001

Duration: 6 Months Contract

The Temp Events Officer will support the organisation in coordinating and executing NFVF events and co-ordinating the NFVF's activations at film festivals and markets both locally and internationally. The position will coordinate funding administration insofar as it relates to travel and accommodation requirements for funded filmmakers attending and/or participating at local and international Film Festivals, Markets and other related events.

Qualification & Experience:

- Diploma/Degree in Events/Activations/Marketing/Promotions Management
- 3 Years' experience in events management and planning
- Knowledge of film and video industry advantageous

Key Responsibilities:

- Coordinate supplier contracting according to event scope
- Coordinate and execute events according to budget and schedule
- Coordinate travel management for funded filmmakers attending local and international film festivals and markets with the support of the Divisional Admin Assistant and the
- Support annual special projects

- Reporting

Competencies:

- Events and activations planning and execution
- Marketing & Communications integration in events and activations
- Client service and support
- Attention to detail
- Planning and Organising
- Customer/Stakeholder focused
- Teamwork
- Analytical thinking / Problem solving
- Initiating action / initiative
- Quality commitment/work standards
- Decision-making skills
- Excellent communication and presentation skills
- Excellent time management and responsiveness skills
- Strong ability to cope under pressure and manage multiple projects simultaneously

Suitably qualified and experienced candidates are invited to submit their abridged curriculum vitae via email to vacancies@nfvf.co.za or fax on **086 519 7585** no later than **21 August 2022** quoting a relevant reference number.

It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).