



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

VACANCY

Position: Temp: Events Coordinator

Reporting to: Events Manager

Job Ref: EC/09/2026

Duration: 12-Month Period

Job Purpose:

To coordinate planned events and activations for the NFVF in the development and promotions of the film and video industry.

Qualifications & Experience:

- Degree/National Diploma in Events or Marketing Management or equivalent;
- 1-2 years' relevant working experience in events management and planning (internship experience considered);
- Knowledge of film and video industry will be advantageous.

Key Responsibilities:

SA Film and Television Awards, Oscars, Event Activations, Ad hoc Projects and Travel Coordination

- Coordinate and implement events and activation plan;
- Act as a point of contact for event-related activities;
- implement all activation plans aligned with event objectives;
- follow up on reports after all planned activations.
- Liaise with stakeholders in coordinating and ensure seamless event delivery;
- Assist with the coordination of the SA Film & Television Awards;
- Assist with the coordination of the Oscars process;
- Assist with coordinating resources including suppliers, budget tracking, reconciliation, and

checklist management;

- Assist with travel logistics for internal and external stakeholders, aligned with the budget provided.
- Ensure that events align with branding requirements and are delivered within scope and deadlines.

Administrative Duties:

- Maintain an effective filing system and recordkeeping as per project requirements.

Skills & Behavioural Attributes:

- Communication and presentation skills;
- Client service and support;
- Computer Literacy;
- Administration;
- Planning and organizing;
- Attention To Detail;
- Teamwork;
- Customer/Stakeholder focused;
- Microsoft Office Suite;
- Financial Awareness; and
- Ability to work under pressure and manage projects simultaneously.

Suitably qualified and experienced candidates are invited to submit their abridged curriculum vitae via email to vacancies@nfvf.co.za by no later than **09 October 2026 at 16h00**.

Note: Correspondence will be made only with the shortlisted candidates and no late applications will be considered.

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

Applications not responded to within 30 days of the closing date must be considered unsuccessful.

The NFVF reserves the right not to make an appointment.