



Position Description

Festival (FRAIM) Producer

Company Profile

We are communicators of culture and language. Our vision is to strengthen culture and community through the power of the moving image.

We are the realisation of the 1983 dream to fight fire with fire, creating and operating a television service that uses moving image to strengthen language and culture, especially in Australia's remote communities.

We are a unique community driven Indigenous television service reaching audiences in remote communities and beyond.

We are a company of Indigenous and non-Indigenous media workers and a community of screen practitioners from as far away as the outer islands of the Torres Strait to remote Western Australia.

FRAIM 2022

The Festival of Remote Australian Indigenous Moving Image (FRAIM), which will be held from October 3 to 8, 2022 FRAIM aims to support Indigenous media-makers and organisations who work with ICTV on a regular basis through three days of focused training workshop. FRAIM also includes a public program of two nights screenings of videos in competition at the Big4 Caravan Park and the final closing night, ICTV Video Awards which is also run as a live event.

With many elements of the program in place, ICTV is seeking an experienced event producer to realise the event.

Position Description

The role of FRAIM Producer is to oversee the overall FRAIM event with support from a number of other roles including two Production Coordinators scheduled to start three weeks before the event and ICTV staff.

You will report directly to the CEO and FRAIM subcommittee

Roles & Responsibilities

- Ensure the project is realised as per grant applications and the overall vision.
- Project management and implementation of the Eve, including the training program, opening night dinner, public screening events and the ICTV Video Awards.
- Implement the Training Workshop Plan supporting the trainers and mentors in the preparation period.
- Delegate support for the training workshops during the event.
- Manage and recruit all necessary staff, contractors, artists, trainers, MCs, volunteers and other individuals.
- Create or delegate the creation of run sheets and event rosters.
- Oversee evaluation.

Logistics & Budget

- Oversee all travel necessities for delegates and all persons involved with the Event.
- Oversee catering.
- Confirm hire arrangements (including volunteers), prepare contracts (templates available) and monitor contractors hired.
- Ensure the provision of equipment, staging, lighting, decoration, and other technical requirements (with Technical Coordinator).
- Purchase/hire all materials and equipment required for the Event within the Event budget, and ensure that all additional purchases outside the approved Event budget are in consultation with the General Manager.
- Provide financial administration of the project within the budgetary restrictions and provide regular financial updates regarding the project budget.
- Prepare or delegate the preparation of the Occupational Health and Safety Management Plan and monitor compliance with the plan.

Communications

- Ensure key stakeholders are well informed and kept up to date with event developments and requirements.
- Assist with promotion, media, and Event documentation (photographic/video).
- Coordinate and assist with Event branding, design, merchandise, Event guide, signage and other materials working closely with staff and designers.

Other duties

- Contribute to the development of improved systems and processes for the on-going sustainability of the Event.
- Any other lawful and reasonable duties as directed by the General Manager.

About you

You have a qualification in Event Management or have experience in a similar role and a commitment to a career in Event Management.

You are an organised and self-motivated person, comfortable with working alone. You will appreciate the need to plan and prioritise and take pride in upholding the reputation of the organisation in your work.

You are comfortable using technology and managing all aspects that bring an event together.

You enjoy working in a fast-paced environment and using your creativity and problem-solving abilities in your work, and can describe yourself as a 'people person'.

You will be joining a friendly and professional environment with a small diverse team so you will need to relate well to others and enjoy collaboration in your work.

You have a well-grounded understanding of the issues facing Indigenous Australians, especially those living in remote areas.

Conditions

Full-time, fixed term: 18/7/2022 to 15/10/2022

Salary – Level 3A, ICTV In-house Award

Support Staff:

- Training workshop Production Coordinator, commencing September 12, 2022 (Still to be recruited.)
- Public events Production Coordinator commencing September 12, 2022 (Still to be recruited.)
- ICTV Producer/Content Acquisitions Coordinator -for ICTV Video Awards