

Programming Co-Chair (Voluntary)

The Programming Co-Chair is an organised and empowering member of the Environmental Films Australia (EFA) senior leadership team, who ensures the delivery of a strong environment-focused program and oversees the connection between our Programming Committee and the wider EFA team.

Job title	Programming Co-Chair, Environmental Films Australia
Location	Naarm/Melbourne
Time commitment	Approximately 7-14 hours per month, inclusive of meetings.
Working relationships	Works closely with EFA Co-Chairs, Programming Co-Chair, and Secretary.

As Programming Co-Chair, you play a vital role in the ongoing development and operational running of EFA, ensuring we deliver on our mission and commitments, and that together we are able to produce impactful, important and cinematic programs and events.

As an organisational director, you have a senior leadership role, working closely with the General Committee Co-Chairs to steer the ship and ensure we are meeting our strategic aims and are operationally on track.

As a member of our Exec, you'll take on a leadership position within the organisation, ensuring that our programmatic values, creative vision and dedication to environmental cinema are kept at the forefront of decision-making.

The Programming Co-Chair will have oversight for integral organisational areas, such as:

- Building organisational expertise in environmental cinema and managing the full lifecycle of film research, invitations, submissions, and reviews.
- Leading the Programming Committee and acting as a bridge between the Executive and General Committees to foster a connected team culture.

- Overseeing film programming platforms and collaborating with the leadership team to develop and refine formal curation and acquisition procedures.
- Serving as an active member of the Executive team, contributing to reporting, and upholding governance duties outlined in the organisation's Rules.

It is expected that the Programming Co-Chair has knowledge of environmental media and/or programming practice.

Key responsibilities

The Programming Co-Chair:

- Advocates for our films and film program, ensuring programming remains at the heart of what we do
- Has oversight for the Programming Committee, which currently includes two curation teams (Initial Programming, and In Person Programming) and the Programming Admin Team.
- Makes decisions about programming strategy, film choices and the submissions process
- Co-chairs the monthly Programming meeting
- Systems management of our film submissions portal FilmFreeway, allocating films to programmers and co-managing the film selection processes.
- Attends the monthly General Committee meeting (and chairs when required)
- Attends quarterly Exec meetings and work closely with the Exec
- Attends regular meetings and co-working sessions with the Co-Chairs
- Undertakes tasks and responsibilities as outlined in the EFA Association Rules

Commitment

The Programming Co-Chair must be based in Naarm/Melbourne or be able to regularly attend in person events and meetings in Naarm/Melbourne.

In terms of hours and working time, the role is flexible and there is a lot of autonomy in deciding how and when work should be completed. It is expected that the Programming Chair spends approximately 7-14 hours per month undertaking their duties, inclusive of meetings. The Programming Chair should check their EFA inbox and slack at least once every three days, as standard. These hours are indicative only and the role will reasonably have quieter and busier peaks, in line with programming deadlines and events.

During our 'quiet period' (Dec - Jan), the Programming Co-Chair acts as part of the organisation's skeleton staff. However this commitment is nominal and will be shared across the Exec.

About Environmental Films Australia

Environmental Films Australia is a volunteer-run charity and community group, based in Naarm (Melbourne), that promotes action through cinema, connection and community. Our purpose is to bring people together through a love of film to promote environmental action and thought.

We prioritise climate and environments through film, provide platforms for artists to showcase their work and spaces for people to exchange ideas and solutions. Our program navigates the relationship between humans and their environments and interrogates the way people think about the natural world.

We have been running since 2010, starting out as a weekend screening event in Palace Kino (as Environmental Film Festival Melbourne) and have since hosted festivals and events throughout Australia and online.

Why volunteer with us?

Join our passionate, values-driven team and use your skills to make a real impact. When you volunteer with us, you'll be part of a community of dedicated, like-minded people looking to make a difference in their communities and the country.

By joining our team, you'll get to:

- Inspire positive change by joining a movement of like-minded people. Be part of a fun, passionate team, all inspired by the power of filmmaking to create change.
- Work with and promote the world's best environmental filmmakers and artists.
- Share and develop your skills across a range of sustainability screenings and events.
- Gain experience in a dynamic arts festival environment.
- Enjoy complimentary access to EFA screenings and events.

Key Selection Criteria

- Knowledge of environmental cinema and programming practice, with the ability to research, invite, and select films that align with EFA's mission and creative vision.
- Experience in a senior leadership role, with the ability to steer organisational strategy, uphold governance, and contribute to executive reporting.
- Ability to lead and facilitate a diverse team of volunteers (the Programming Committee) while acting as a bridge between the Executive and General committees.

- Experience managing film submission platforms and overseeing the technical and practical logistics of screening films at events.
- Ability to represent EFA at industry events and in the media, effectively advocating for the film program and the organisation's values.

How to Apply

To apply, please submit a pdf of your CV/Resume and a cover letter introducing yourself and speaking to the selection criteria via the Apply Now button.

We encourage you to apply even if you feel you might not meet all key selection criteria. We welcome applications from people of all abilities, cultures and backgrounds, including Aboriginal people, people of all abilities, people from culturally and linguistically diverse backgrounds and from LGBTQ+ individuals. Please reach out if you require adjustments to the recruitment process.

Applications close May 18, 2026

For any questions, please feel free to reach out to Helen via email at hello@environmentalfilms.org.au, using the subject line: Treasurer (Voluntary) enquiry via EthicalJobs.