

# Events producer (Voluntary)

Do you have an interest in environmental issues? Would you like to be part of a values-led organisation that champions art to create change? **Environmental Film Australia (EFA)** are looking for **Events Producers** to lead us through our **2026/2027** programming and events, focused on action through cinema, community and connection.

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| <b>Job title</b>             | Film events producers, Environmental Films Australia                       |
| <b>Location</b>              | Naarm/Melbourne  |
| <b>Time commitment</b>       | Approximately 5 - 10 hours per month, inclusive of meetings.               |
| <b>Working relationships</b> | Works within the General Committee, alongside EFA Co-Chairs and Executive. |

As an events producer within the General Committee, 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 successful programs and events.

The EFA General Committee takes a lead on integral organisational areas in event and festival delivery.

We're a small team, so there'll be a chance to get involved in different areas and opportunity for lots of autonomy. We prioritise enthusiasm, care, and a desire to learn; self-starters and keen beans will particularly thrive.

## Key responsibilities

The events producer's key responsibilities include:

- Leading the full lifecycle of EFA events and the Film Festival, from initial concept and creative development through to on-the-ground delivery and post-event evaluation.
- Taking autonomous lead over specific operational logistics, including venue coordination, internal systems, and the technical logistics required to bring cinematic programs to life.

- Executing marketing strategies to promote events, managing ticketing and sales platforms, and driving community engagement to grow EFA's audience.
- Contributing to the long-term sustainability of the organization by supporting fundraising initiatives and identifying development opportunities to increase EFA's impact.
- Actively participating in the General Committee to steer the organisation's strategic aims, while maintaining the flexibility to support cross-functional tasks in a small, dynamic team.

## **Commitment**

The Events Producers 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 Events Producers spend approximately 5 - 10 hours per month undertaking their duties, inclusive of meetings. These hours are indicative only and the role will reasonably have quieter and busier peaks, in line with programming deadlines and events.

## **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

- Demonstrated experience in managing the lifecycle of an event or festival, including conceptual development, venue coordination, and the technical logistics required for high-quality film screenings or public programs.
- Ability to deliver promotional strategies and manage digital tools such as ticketing platforms and sales systems to drive attendance and grow community engagement.
- Experience or interest in supporting the long-term sustainability of an organisation through fundraising initiatives, development opportunities, and identifying ways to increase community impact.
- A "self-starter" mindset with the ability to take independent ownership of specific operational areas while remaining flexible enough to support cross-functional tasks within a small, dynamic team.
- A genuine passion for environmental advocacy and cinema, with the skills to work effectively within a values-driven, volunteer-led committee based in Naarm/Melbourne.

## 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](mailto:hello@environmentalfilms.org.au), using the subject line: Treasurer (Voluntary) enquiry via EthicalJobs.