

TILDE SECRETARY (VOLUNTEER POSITION)



About TILDE

TILDE is one of the few trans and gender diverse film festivals in the world, and the only one in the southern hemisphere. We aim to serve trans and gender diverse communities and their loved ones, through investing in and screening trans stories. Our focus is on the margins: those who live, work, and create on the periphery of dominant cultures. Currently auspiced by Footscray Community Arts, TILDE's application for DGR status is underway.

About the Role

This is a volunteer position requiring approximately 6-10 hours per month.

We're looking for a Secretary to help keep TILDE organised and running smoothly behind the scenes. You'll play an important role in supporting the board by:

- Coordinating board meetings, including agendas, minutes and key documents
- Helping to keep organisational records and information up to date
- Tracking actions and supporting follow-through on decisions
- Assisting with basic governance and compliance tasks
- Maintaining administrative systems and documentation
- Contributing ideas to improve our processes and ways of working

This is a great opportunity to gain experience in not-for-profit governance, work alongside a passionate board, and contribute to one of the world's only trans and gender-diverse film festivals.

Who we're looking for

This role would suit someone who enjoys organising information and keeping things on track. Ideally you're reliable, have an eye for detail, and are comfortable managing administrative processes.

Lived experience is a bonus but not a requirement for this role. You don't need to be a governance expert, we'll support you to learn the systems and processes involved. What matters most is a commitment to TILDE's values, an understanding of trans and gender-diverse communities, and the capacity to contribute around 6-10 hours per month.

How to Apply

To express interest in this role, please send your CV and a brief summary of your motivations for applying (1-2 paragraphs is fine) to rach@tilde.org.au by 5pm October 11.

For a confidential discussion about the role, email rach@tilde.org.au.

