



# SCREENWORKS

## **Position Description – North Queensland Projects Coordinator**

### **Part-time, Fixed Term (3 years)**

#### **Position type and remuneration:**

Fixed term (3 years), 4 days per week working remotely in North Queensland, with flexible options available (subject to approval by the CEO).

The position is being offered at \$65,000 per annum, pro-rata to 4 days per week (\$52,000 per annum), plus superannuation and leave loading. The position will commence in February 2022 and continue to January 2025.

#### **About Screenworks:**

Screenworks is a growing screen industry service provider based in Ballina NSW that delivers professional development and networking opportunities and services for film & TV content creators and workers living in regional Australia. We're a non-profit registered charity with over 20 years' experience and have an exceptional reputation for helping regional people overcome challenges by connecting them to opportunities in the industry.

#### **The purpose of this position:**

Screenworks has been delivering industry and talent development programs and activities in North Queensland since 2017 in partnership with Screen Queensland. From early 2022, Screenworks will undertake an expansion of our three-year pilot program in Far North Queensland across the entire North Queensland region to further grow the screen skills and production capacity of the state.

The North Queensland Projects Coordinator will help to deliver this 3-year North Queensland Regional Program from early 2022. This position will be permanently based in the region. Working closely with team members at Screenworks and Screen Queensland, the Projects Coordinator will focus on the successful development, delivery and reporting on each of the events, programs and activities being delivered by Screenworks in North Queensland.

#### **North Queensland Definition:**

It is expected that the delivery of the North Queensland Regional Program will extend from Far North Queensland down to Rockhampton and surrounding region. Due to the geographical area that this program covers, it is expected that this position will be required to travel across the region, with reasonable travel expenses to be reimbursed in accordance with Screenworks' Travel Policy.

**Position summary:**

Screenworks' North Queensland Projects Coordinator is an important role that will work collaboratively within our team on the delivery of the Screenworks North Queensland Regional Program. In this role, you will oversee the deliverables and timeline of all aspects of the North Queensland Regional Program, coordinate with all necessary stakeholders and providers, and ensure that each project component is professionally delivered on time and on budget.

You will need to be highly organised, adaptable and able to prioritise tasks while working independently. You will ensure the smooth and timely delivery of project activities and work collaboratively within project teams.

This is an ideal role for an individual that has previously worked in the film & TV industry who wants to be involved in the development and growth of the industry across North Queensland. It is suitable for someone who may be looking for a career in regional screen industry development.

Screenworks projects in North Queensland that will be delivered by the position, with the support of the Screenworks team, over the 3-year fixed term will include (but not be limited to):

- Organisation and delivery of industry development workshops and networking events which will take place in North Queensland over the next 3 years;
- Delivery of the North Queensland Industry Development Analysis Project, working closely with the CEO and other staff members;
- Development and delivery of the planned North Queensland intensive mentorships/bootcamp programs;
- Working closely with the Industry Development Manager on the delivery of a Short Form Online Series initiative planned for the region;
- Organising and supporting the creation of a North Queensland Industry Representative Group; and
- Coordinating the communication for the North Queensland industry social media platforms (in consultation with the Communications Coordinator).

Other short- and long-term projects for the North Queensland region may be added from time to time.

**Position responsibilities & duties:**

Reporting to the CEO and working closely with other members of the Screenworks' team (in particular, the Projects Manager and Industry Development Manager) and key stakeholders, the duties of this position include:

- Develop, organise and implement key components of the North Queensland Regional Program to ensure agreed project deliverables and timelines are achieved within budget parameters;
- Prepare routine correspondence, guidelines, application forms, participant feedback forms and other documentation required for the delivery and implementation of each project component;
- Organise and monitor project timelines and ensure that deadlines are met and communicate project requirements to other team members or stakeholders;

- Assist at all events associated with the North Queensland Regional Program including: event set up, ticketing, catering, travel and accommodation of guest presenters;
- Work with the Communications Coordinator to develop marketing and publicity material for each project component and create communications networks across the region;
- Monitor project budgets and expenses to help ensure resources are used efficiently and that the project is delivered within budget parameters;
- Provide verbal and written updates, information & data to the CEO for project meetings and regular reports as required;
- Complete any necessary administrative tasks, such as research and email, in addition to maintaining each project's filing system; and
- Perform other relevant duties to assist with the delivery of projects and services offered by Screenworks.

As these projects and initiatives are screen industry related, it is expected that the individual in this role will maintain a broad knowledge of the screen industry and contacts, along with an understanding of production and post-production knowledge.

### **Application Guidelines**

All candidates should provide a cover letter detailing their suitability for this position, responding to each of the following:

- Provide details of their previous experience working on film & TV industry productions or projects where they were required to demonstrate an ability to understand and identify project goals, steps to be undertaken and deliver on the expected project outcomes;
- Outline a situation showing where and how their excellent planning and organisational skills were used in a previous position working without close supervision;
- Explain a time where their keen attention to detail and aptitude for problem-solving were used to proactively address issue(s) that arose on a project or production;
- Provide an example of a previous role where they used exceptional communication and interpersonal skills in a high-volume, deadline-driven work environment; and
- List their experience using Office Suite and Google Suite (Google Docs, Sheets, Forms, etc) and any other computer skills/software relevant to the position requirements.

Previous experience working in the screen industry is essential. Experience working in project administration roles would be highly advantageous but not absolutely essential.

### **It is expected that all applicants will:**

- Have a collaborative working style and team-player attitude, along with a positive attitude;
- Be able to work independently with little supervision, be highly motivated with a strong work ethic to deliver quality projects, programs and customer service in the organisation;
- Be reliable, trustworthy and committed to the team's success; and
- Represent the organisation in an honest, ethical and professional way.

**We're looking for diverse candidates:**

Screenworks is an equal opportunity employer, committed to building an inclusive and diverse workplace that supports innovation and leadership.

Screenworks encourages applications from First Nations People, people of culturally diverse backgrounds, people with disabilities, and people from the LGBTIQ+ community. If you need assistance or support applying for this position, please contact us at [ceo@screenworks.com.au](mailto:ceo@screenworks.com.au) or 0400 301 230.

**Who to contact about this position?**

All enquiries should be directed to Screenworks CEO, Ken Crouch via email – [ceo@screenworks.com.au](mailto:ceo@screenworks.com.au)

For people who are deaf or have a hearing or speech impairment, we welcome you to use the [National Relay Service \(NRS\)](#):

- TTY users – phone 133 677 then ask for (02) 6681 1188
- Speak and Listen (speech-to-speech relay) users – phone 1300 555 727 then ask for (02) 6681 1188
- Internet relay users – visit the [National Relay Service website](#) and ask then ask for (02) 6681 1188

**How to apply:**

If you think you have what it takes and this role sounds like the perfect role that you have been waiting for, please submit BOTH the following via the Seek website listing:

- your current resume detailing your previous roles working in the industry; AND
- a cover letter detailing your suitability for this position that responds to each of the dot points above (under “ideal candidate”).

We will be assessing submissions as they come in, but applications will close at 8am AEST, Monday 10 January 2022.