

- Position:** Festival Producer
- Location:** Victorian Pride Centre, 79-81 Fitzroy Street, St Kilda, VIC 3183
- Key Details:** 5-month fixed-term contract. July to September (inclusive) part-time, 3 days per week. October to December (inclusive) full-time, 5 days per week.
- Salary:** \$38.00 per hour, less tax and excluding superannuation.

ABOUT THE POSITION

The Festival Producer plays a key operational role in the successful delivery of the Melbourne Queer Film Festival. Working closely with the CEO, Program Director and other staff, the Producer is responsible for the planning and execution of MQFF's venues, events, film delivery logistics, volunteer program, and technical production.

This role oversees key components of the annual Festival program and provides vital support to the CEO and Program Director in ensuring a high-quality and safe experience for artists, filmmakers, volunteers, and audiences alike.

The role is based at the Victorian Pride Centre with flexibility for some remote work, and includes evening and weekend hours during the Festival period.

If you're highly organised, passionate about queer film and events, and committed to delivering meaningful cultural experiences for LGBTQIA+ communities, we would love to hear from you.

KEY ACCOUNTABILITIES

Event & Venue Management

- Coordinate MQFF event delivery including the program launch, Opening and Closing Nights, public and community events, and sponsor functions.
- Manage venue booking, access, and on-site operations during the Festival period.
- Liaise with venue staff and external suppliers to ensure smooth technical and audience operations.

Volunteer Program

- Oversee the Festival's volunteer and intern program, including recruitment, onboarding, rostering, and on-the-ground support.
- Foster a positive and inclusive volunteer culture reflective of MQFF's values.

- Ensure compliance with relevant MQFF and venue policies.
- Lead volunteer program training and induction.

Production and Technical Support

- Coordinate film freight, delivery and asset management including DCPs, promotional materials and tech specs.
- Support film scheduling and ensure delivery deadlines are met.
- Assist with MQFF+ streaming platform from a technical and logistical perspective.
- Build and manage ticketing setups in consultation with the Marketing & Fundraising Manager.

Partnerships and Community Engagement

- Coordinate delivery of production components for community partner events and programs.
- Liaise with community stakeholders to support inclusive and accessible festival outcomes.

Risk and Budget Management

- Identify and manage production and event risks, including compliance with health and safety regulations.
- Develop and manage the Production and Events budgets in collaboration with the CEO.

Other

- Support the Program Director and CEO with administrative and operational tasks as needed.
- Undertake other duties as reasonably required to deliver a successful MQFF.

Key Selection Criteria	
Knowledge and Skills	<ul style="list-style-type: none"> • Proven experience in festival or event production, venue management, or similar roles. • Strong organisational and project management skills, with the ability to meet deadlines under pressure. • Excellent interpersonal and communication skills, including experience supervising volunteers or teams. • Knowledge of risk management principles as they apply to event and public settings. • Understanding of ticketing and project management tools (e.g. Ferve, Deputy or similar).

	<ul style="list-style-type: none"> • Familiarity with LGBTQIA+ arts, community, or not-for-profit sectors is highly desirable. • Budget management experience across a diverse events portfolio of stakeholders.
Personal Qualities	<ul style="list-style-type: none"> • Enthusiastic and proactive with strong initiative and accountability. • Calm under pressure and able to adapt to changing circumstances. • Strong sense of integrity and commitment to inclusion, accessibility, and community values. • Effective team player with a collaborative spirit.
Qualifications and Experience	<ul style="list-style-type: none"> • Relevant tertiary qualification in events, arts management, or related field, or equivalent professional experience. • Lived experience as part of the LGBTQIA+ community is strongly encouraged.

Melbourne Queer Film Festival is an Equal Opportunity Employer and encourages people from all backgrounds to apply. Members of the LGBTQIA+ community are strongly encouraged to apply for the position.

HOW TO APPLY

Email your CV, and cover letter of no more than two pages, addressing the Key Selection Criteria to info@mqff.com.au by 5:00 pm, Friday, 06 June 2025: