

# Box Office Casual – Adelaide Film Festival

**POSITION:** Box Office Casual

**START DATE:** 12<sup>th</sup> October 2022

**END DATE:** 30<sup>th</sup> October 2022

**Adelaide Film Festival** (ADL Film Fest) is a celebration and exploration of Australian and international screen culture with a unique program of screenings, forums and special events. The event has rapidly established itself as one of the boldest and most innovative in the country and has made a name for itself internationally as a platform for exciting new talent in the Australian industry. The youngest but most dynamic national screen event, Adelaide Film Festival was established in 2003 and was placed in Variety's list of "50 Unmissable Film Festivals". It is Australia's premier film event for launching new films, art and interactive projects to national and international audiences.

## Skills Required:

### Technical

- Knowledge of screen industry (preferred).
- Strong communication skills.
- Strong computer skill; understanding of computer concepts and use of applications within a Microsoft Windows / MS Office and Apple Mac environment.
- Experience in online ticketing systems – Ferve preferred.

### Personal

- Personal qualities of energy, initiative, commitment to teamwork and collaboration and respect for others
- Positive, energetic team member
- Great interpersonal and communication skills
- A quick learner with a good eye for detail
- Efficient, patient, punctual and reliable
- Excellent time management and problem-solving skills, enjoys a challenge
- Takes an adaptive approach to innovation, looking for ways to continuously improve
- Ability to think strategically, conceptually and creatively and analyse and resolve complex technical problems.
- Ability to prioritise workloads and meet competing deadlines whilst helping to lead a small and collaborative team.

### Experience

- Experience in customer service role.
- Excellent engagement skills with a proven ability to build collaborative relationships with a wide range of internal and external partners and contributors
- Experience working in high pressure and busy environments with competing deadlines within budget.
- Prior experience working in a festival environment or experience working in the arts, is desirable

**How to Apply:** Send a copy of your resume and a cover letter outlining your experience in response to the selection criteria to [caitlin@adelaidefilmfestival.org](mailto:caitlin@adelaidefilmfestival.org) by Friday, 30<sup>th</sup> September, 11:55pm.