



Whānau  
Mārama  
New Zealand  
International  
Film Festival

## NEW ZEALAND FILM FESTIVAL TRUST JOB DESCRIPTION

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**Position:** Film Logistics Manager

**Reports to:** Festival Manager

**Oversee:** Projectionists contracted by NZFFT

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### **BACKGROUND & PURPOSE / WHAKAPAPA ME NGĀ WHĀINGA**

Whānau Mārama: New Zealand International Film Festival (NZIFF) is an annual event, operated by a Charitable Trust, the New Zealand Film Festival Trust (NZFFT). The Trust is a professional, non-profit, non-political organisation with the aim of fostering interest in film and encouraging a high standard of film creation and appreciation.

NZIFF 2025 will screen in up to 10 centres from 31 July to 7 September 2025. The film festival is an eagerly awaited and anticipated cultural highlight. The curated programme caters every year to a wide audience throughout the country.

The NZFFT national office is based in Wellington, with a secondary office in Auckland. A core permanent team runs the film festival operations with additional short-term contractors in place during the three months spanning the lead-up to and delivery of the festival.

### **ROLE DESCRIPTION / NGĀ RAUKURA O TE TŪRANGA**

The Film Logistics Manager is responsible for managing the accuracy and integrity of film data, and the smooth and efficient delivery of films and related content, to ensure all festival screenings nationwide proceed as planned. The role has a supervisory component.

### **TERM OF CONTRACT / TE ROA O TE MAHI TAHI**

This is a fixed-term contract position for the period of 21 April – 19 September 2025 based in Wellington (starting date negotiable).

### **REMUNERATION / PUTEA**

Up to \$78,000FTE (pro-rated).

## **REQUIRED SKILLS AND EXPERIENCE / NGĀ PUKENGA**

- Computing Literacy: Highly advanced in Excel and intermediate skills in other Microsoft Office software, as well as Dropbox, and project management platforms (NZFFT uses Airtable)
- Absolute accuracy in data entry and information management
- Working knowledge of film exhibition equipment and procedures, particularly digital cinema
- High confidence in a technical environment, be tech-savvy and able to become quickly acquainted, and work with, technical terminology and equipment
- Ability to work under pressure, identify and effectively manage stress in self and others
- Highly competent scheduling and problem-solving skills
- Experience instructing and supervising others
- Advanced verbal, written and interpersonal communication skills
- Advanced time management, organisational and multi-tasking skills with high attention to detail

Ideally, the successful candidate would also have:

- Experience working in festival or event production and delivery, or a similar environment is advantageous
- Experience with film exhibition equipment and procedures, particularly digital cinema and projection
- Basic coding / computer programming skills will be advantageous.

## **KEY RESPONSIBILITIES / NGĀ TAKOHANGA**

The key responsibility of this role is to manage and complete all film logistics processes and outputs including:

### **FILM DATA AND LOGISTICS**

- Manage and input into the festival database all films' technical and screening information.
- Liaise with programmers, rightsholders and other festivals to determine and collate all technical information for each film including all relevant inbound and outbound movements to be managed.
- Manage and administer the collection and forwarding of all screening material (films and related content), equipment, and other items to/from local and international rightsholders, NZIFF and festival venues.

### **SCHEDULING**

- Oversee the production and coordination of scheduling tools for the programming team.
- Ensure that the film schedule (completed by programming) is practicable, logistically achievable, and technically possible in each venue.
- Manage and execute the input of confirmed schedules into a database and assist with the schedule proofing processes.
- Implement strict proof-reading processes, to avoid the re-work and knock-on problems wrong data causes

### **INFORMATION MANAGEMENT**

- Prepare, manage, and distribute scheduling and technical information to internally and to venues ensuring timely approvals.
- Utilising existing tools, generate and format scheduling data for use in publications.

- Oversee proofing of schedules and technical information for programme catalogue(s) and online
- Compile venue and rightsholder schedule confirmations of confirmed screening times.

#### **SCREENING MATERIALS**

- Manage downloading, duplication, and despatch of screening material via external suppliers.
- Manage provision of Key Delivery Messages (KDMs) from rightsholders for all encrypted content.
- Oversee, and where necessary produce, non-film materials for venues ensuring that all material is accurate and meets specifications.
- Liaise with venues to ensure Digital Cinema Packages (DCPs) are tested and preloaded onto servers as required, and KDMs are received and functional.
- Manage return of all drives following festival

#### **SUPERVISION**

- Oversee projectionists hired by NZFFT.
- Be the key point of contact for projectionists and technical staff at all NZIFF 2025 venues.
- Identify and report risks and issues in a timely and proactive manner.

#### **REPORTING**

- Track and record costs for related activity.
- Provide regular reporting as required.
- Provide written report and feedback at the conclusion of the contract including recommendations for future improvements.

#### **PROFESSIONAL COMPETENCIES**

##### **INDUSTRY**

- Working knowledge of the New Zealand film, arts, culture, or creative sectors
- An interest in film culture and New Zealand film

##### **ROLE SPECIFIC**

- Working experience in the development of events, live audience experience or engagement
- Working knowledge of event, production or project management tools, systems and processes
- Working knowledge of venues and supplier liaison in a production environment
- Working knowledge of financial systems and processes related to supply and purchase
- Working knowledge of Health and Safety practices relevant to the workplace and event production and delivery in private and public spaces
- High level of planning and organisational competency, including management of time, people, process, and resources
- High level of attention to detail in all aspects of the role and its responsibilities

##### **PROBLEM SOLVING**

- Critical thinker and problem-solver promoting efficient and effective work practices and the development of ideas and solutions
- Ability to think on feet and present options when problems arise

- Proactive approach to risk identification, escalation, and resolution

#### **RELATIONSHIP MANAGEMENT**

- Working knowledge of stakeholder relationships and the nature of the NZIFF stakeholder ecosystem
- Positive and proactive approach to working with all NZIFF stakeholders
- Represent NZIFF as required presenting a professional and positive image of the organisation

#### **BUSINESS MANAGEMENT**

- Contribute to the development and realisation of NZIFF objectives
- Assist NZIFF in monitoring the current political, legal, cultural, technological and censorship environment to detect issues which may have either adverse effects on the execution of NZIFF objectives; or which may provide opportunities to advance those objectives
- Contribute to improvements to systems and practices
- Protect the safety and security of NZIFF assets

#### **INTRA AND INTERPERSONAL**

- Ability to work to deadlines under pressure while meeting and managing expectations in a professional manner
- Positive and proactive approach to working with all NZIFF team members
- Awareness of stress in self and others, and an ability to engage with and deploy stress management skills and techniques when required
- A developed understanding of and commitment to the diversity and equality of all peoples

## **PERSONAL ATTRIBUTES**

- Welcoming – a warm, open communication style that’s professional and inclusive
- Curious – an inherent interest in discovery, innovation, and creative endeavours
- Adventurous – undeterred by challenge or navigating new territory
- Quality driven – strives for excellence, high attention to detail, refines their craft
- Self-responsible – honest and accountable, aware of their impact on others
- A relationship builder – team-centric, constructive, supportive, and respectful
- Confident – self-directed, assertive, genuine, and open
- Committed – reliable and engaged, takes a proactive approach to their work and the workplace

## **KEY RELATIONSHIPS FOR THE FILM LOGISTICS MANAGER / NGĀ PIRINGA**

- NZIFF staff, contractors, and volunteers
- Key external suppliers
- Transport/courier companies and their agents
- Projectionists and Venue technical staff
- Rights holders – distributors, sales agents, production offices
- International Film Festivals and exhibitors
- Filmmakers

## **HOURS / NGĀ HAORA**

The contractor will generally work for 40 hours each week between the hours of 8.00 am to 6.00 pm, Monday to Friday. The contractor can choose when to start and end work each day (within agreed limits), as long as they work the agreed number of hours. The contractor will also be required to work additional hours which are reasonably required to fulfil the duties and responsibilities of the position (this includes a commitment to be on call throughout the dates of the festival).