

SYDNEY FILM FESTIVAL

POSITION DESCRIPTION

Position Title	In-House Designer
Reporting to	Campaign Manager, Head of Marketing
Contract Dates	16 February 2026 – 19 June 2026
Hours of Work	5 days per week, Monday to Friday, 9am – 5pm with an understanding that Festival work will require some out of hours work which is considered for in the remuneration. This role is based in The Rocks, Sydney.
Remuneration	\$65,000pa (pro rata) + Superannuation contribution

The Sydney Film Festival (SFF) is one of the longest running events of its kind in the world.

The annual June Festival brings the best new films from Australia and around the world to audiences in Sydney. As well as 250+ features, shorts, retros, and documentaries from over 50 countries across 350+ sessions at around eight Sydney-wide venues across 12 days. The Festival is celebrating its 73rd Festival in 2025 between 3 – 14 June.

The Festival hosts several awards to recognise excellence in filmmaking, including the Official Competition, Documentary Australia Foundation Award for Australian Documentary, and Dendy Awards for Australian Short Films (which are Academy Award eligible) incorporating fiction, animation, and screenplay categories.

SFF also presents the Travelling Film Festival, taking mini festivals to 19 venues across regional NSW, the Northern Territory and regional Queensland. SFF receives funding from federal, state, and local government, corporate sponsorship, and philanthropic donations.

OVERVIEW OF THE POSITION

The In-House Designer is responsible for creation and delivery of creative assets for the Sydney Film Festival including but not limited to invitations, advertisements and other visual materials for use in both print and online, using Adobe Creative Suite and other software as required.

The position works alongside the official SFF Design Agency, The Frost* Collective (TFC), who work off-site. This position will take signed off templates created by TFC and populate them with content

according to agreed guidelines (copy, images and design elements), as well as design original materials based on approved brand guidelines.

The key tasks and responsibilities of the In-House Designer are:

ADVERTISING (Print)

- Adding copy, images and date/time/venue/etc for template-based ads for print publications including street press and magazines of various formats and spec requirements, sometimes to very tight deadlines (distress advertising).
- Creation of multiple mini-guides
- Creation of print materials including signage for SFF screening and event venues.
- Contribute to the creation of the 64-page program guide

ADVERTISING (Online)

- Creating banners, towers, headers, GIFS, leaderboards and other format online advertisements for use on third-party websites/eNewsletters according to agreed templates and parameters.
- Creating Social Media advertising for use across all SFF channels.
- Creating tiles and headers for SFF EDMs.

ADVERTISING (Outdoor)

- Create advertising utilised in a wide-reaching outdoor campaign including but not limited to posters, transport ads, billboards, and flags.
- Create Festival signage used for way finding, information, venue styling and general SFF promotion.

INVITATIONS

- Create invitations for a wide range of SFF events including Program Launch, Opening & Closing Nights, Development and Philanthropy using agreed templates and design elements.

SLIDES & PRESENTATIONS

- Create slides for use in Powerpoint and Keynote presentations as required for all departments.

PHYSICAL COLLATERAL

- Create collateral for use during the Festival, including lanyard passes, volunteer shirts, ticket and drink vouchers and other required collateral.
- Pull up banners used for signage, sponsor acknowledgment and advertising.

In addition, the In-House Designer may perform other duties as assigned and required by SFF.

KEY SELECTION CRITERIA

Essential

- Attention to detail, with strong organisational and time management skills.
- Excellent skills in Adobe Suite including Photoshop, Illustrator and InDesign.
- Demonstrated ability to plan, prioritise and meet strict deadlines.
- Relevant experience in the arts or entertainment or within an advertising, design or media agency.
- Experience of working as part of a team in a busy event environment.
- A flexible attitude to working hours.
- A self-starter who can work independently.

Desirable

- Previous experience working in events in the arts or a cultural organization.
- Experience using Figma design software.
- An interest in film.
- Experience of HTML, Flash and other online design software.
- Experience in Adobe After Effects and Adobe Premiere Pro

CORE COMPETENCIES

- **Team Focus:** Is committed and skilled at working with and assisting others to achieve positive outcomes
- **Flexible:** Demonstrates a willingness to take on new challenges roles and responsibilities and adapt positively to changing working conditions and priorities
- **Self Starting:** Highly motivated to achieve, shows initiative and acts proactively to deliver excellent results without directive supervision
- **Interpersonal:** Skilled at building rapport, understanding others needs and developing effective working relationships

To apply

To apply for the position, please send your CV and a cover letter addressing the key selection criteria, and your suitability for the role to Joshua Forward, Head of Marketing at info@sff.org.au by 9am Monday 8 December 2025. Interviews to commence shortly after application closing date. Please note that this recruitment process may include a small task as part of the final stage which will be discussed with prospective candidates.

SFF is an inclusive workplace and encourages applicants of all abilities and backgrounds.