

SYDNEY FILM FESTIVAL

POSITION DESCRIPTION

Position Title	Materials and Content Coordinator
Reporting to	Materials and Content Manager, and Digital Marketing Manager
Contract Dates	30 March – 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 renumeration.
Salary	This role is based in The Rocks, Sydney. \$65,000 pa + super (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 2026 between 3 – 14 June.

The Festival hosts several awards to recognise excellence in filmmaking, including the Official Competition, Documentary Australia 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

Sydney Film Festival is looking for a proactive, creative, and highly organised Materials & Content Coordinator to help drive digital engagement for SFF and manage the creation and coordination of compelling content.

The Materials & Content Coordinator plays a key role in ideation and creation of engaging video content on SFF digital platforms, working closely with the Digital Marketing Manager and Digital Marketing Coordinator.

This role also supports the Materials & Content Manager by tracking and coordinating publicity and marketing materials for films screening in Sydney Film Festival. It includes the editing and storage of these materials.

In the lead up to, and during the Festival, the role will also be responsible for being active at events in capturing and creating content including at photo calls, red carpets, behind-the-scenes, parties and more.

Additionally, the Materials & Content Coordinator is responsible for processing and managing photography during and after the Festival.

The key tasks and responsibilities of the Materials and Content Coordinator are:

- Coordinate and create production of SFF original content including:
 - Ideation and creation of content for social media channels.
 - Production management of shoots.
 - Capture events including red carpets for the purpose of social media content.
 - Participating on-camera in selected video content to promote SFF and deliver key messages.
 - Post-production and export for publishing across web and other digital channels
 - Editing of sizzle reels using pre-existing video content provided from SFF films.
- Help coordinate promotion materials for each film in the Festival:
 - Request promotional materials for each title screening in the festival, to include:
 - high resolution images (film stills and director headshot);
 - digital press kit, production credits;
 - director and key crew biographies;
 - trailer of the film and/or excerpts;
 - press clippings;
 - previewing links/screeners, and;
 - award details.
 - Maintain accurate and detailed log of all promotional materials received.
 - Follow-up requests for publicity materials to meet strict marketing and publicity deadlines.
 - Liaise with SFF Publicity, Marketing and Programming teams to fulfill requirements, deadlines and availability of materials.
- Manage content for marketing materials
 - Edit and re-size film stills and publicity shots.
 - Upload images and other press materials to SFF website.
- Manage Festival photography
 - Manage and file Festival photography during the Festival, including making “best of” selects.
 - Tagging and filing Festival photography for easy access and future use.

In addition, the Materials & Content Coordinator may perform other duties as assigned and required by Materials & Content Manager.

KEY SELECTION CRITERIA

Essential

- Demonstrated experience in the creation of content for the purpose of brand promotion, adhering to brand tone and style.
- Experience in video editing, including use of Adobe Premiere Pro.
- Excellent knowledge and demonstrable experience with social media best practice.
- Proven ability to work in a high-pressure environment, with competing priorities and deadlines.
- Working knowledge or video production process from concept through delivery.
- Good understanding of multi-channel content environments.
- Excellent written and verbal communication skills.
- Must have advanced English written and verbal skills and be able to adapt writing to suit the tone of voice of SFF as well as the ability to proofread and edit copy.
- A flexible attitude to working hours, especially around launch and the Festival period.

Desirable

- Relevant qualifications in Communications, Marketing Journalism or a similar discipline.
- An interest in film and the film industry.
- Experience with presenting or being in front of a camera.
- Previous experience working in events in the arts or a cultural organisation.
- Experience with Adobe Creative Suite i.e. Photoshop
- A good working knowledge of Sydney, with reference to arts organisations and online audiences.
- Experience with Canva.
- Good understanding of promotional opportunities for press and social media.

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 Dominic Ellis, Digital Marketing Manager at info@sff.org.au by 9am Friday 20 February 2026. Interviews to commence shortly after application closing date.