



EMPLOYMENT PACKAGE

FILM FESTIVAL OFFICER (CASUAL)

Applications will be accepted for this position until a suitable pool of candidates has been received



FILM FESTIVAL OFFICER (CASUAL)

Please find attached the following information to assist you in applying for the abovementioned position with the Shire of Bridgetown-Greenbushes.

- Position Description – Film Festival Officer (Casual)
(Note this document contains the selection criteria for the position)
- Information for Prospective Applicants - includes how to submit your application.

If you have any queries regarding the position please do not hesitate to contact Megan Richards, Manager Community Development on 08 9761 0800.

TIM CLYNCH
CHIEF EXECUTIVE OFFICER



ADVERTISEMENT

VACANCY

FILM FESTIVAL OFFICER (CASUAL)

The Shire of Bridgetown-Greenbushes is seeking applications from suitably experienced candidates to undertake the position of casual Film Festival Officer.

The successful candidate will be responsible for facilitating the upcoming Shire of Bridgetown-Greenbushes Summer Film Festival. The hours of work will be flexible with a requirement to work six Saturday evenings during the festival. The approximate total hours are 120 over the course of the festival, split between film screenings and administration and promotional duties.

This position is offered at Level 1 Adult of the Local Government Officer (WA) Award 2021 and the Shire of Bridgetown-Greenbushes Administrative Staff Employee Collective Agreement, with an hourly rate of \$29.8381 (inclusive of casual loading).

If you want to be a part of a diverse and progressive team, applicants will need to address the Selection Criteria in the information package which is available on the Shire website <https://www.bridgetown.wa.gov.au/employment.aspx> or via emailing careers@bridgetown.wa.gov.au

Your confidential application should be addressed to the Chief Executive Officer, Shire of Bridgetown-Greenbushes, PO Box 271, Bridgetown 6255. Applications will be accepted via email to careers@bridgetown.wa.gov.au, via post, or in person to the Shire Administration building located at 1 Steere St, Bridgetown.

NOTE: Applications are considered as they are received and the Shire reserves the right to close the advert once a suitable candidate or pool is identified. You are therefore encouraged to submit an early application.

TIM CLYNCH
CHIEF EXECUTIVE OFFICER

POSITION DESCRIPTION

1. **TITLE** Film Festival Officer
2. **RESPONSIBLE TO** Manager Community Development
3. **DEPARTMENT** Community Services
4. **AWARD COVERAGE** Level 1 of the Local Government Officers (WA) Award 2021
5. **EMPLOYMENT CONDITIONS** Casual (approximately 120 hours in total)
6. **POSITION OBJECTIVES**
 - 6.1 Objectives of Position
Organise and implement the annual Summer Film Festival under the direction of Manager Community Development.
 - 6.2 Within Section
Ensure key duties and responsibilities are carried out efficiently and effectively.
 - 6.3 Within Organisation
Ensure a compatible and professional standard of service to other Officers, Councillors and the general public.
7. **REQUIREMENTS OF POSITION**
 - 7.1 Skills
 - Well-developed interpersonal and written communication skills
 - Confident with public speaking
 - Demonstrated organizational skills
 - Demonstrated time management skills
 - Sound computing skills
 - Demonstrated ability to work autonomously and within a team environment

- 7.2 Knowledge
- Knowledge of Microsoft 'Word', 'Excel' and 'Publisher' software programs
 - Knowledge of local district
- 7.3 Qualifications and/or Training
- No formal qualifications required

8. KEY DUTIES/RESPONSIBILITIES

- 8.1 Working with the Manager Community Development to plan and implement the annual Summer Film Festival.
- 8.2 Provide an updated and detailed budget throughout the festival
- 8.3 Work with the Community Services Administration Officer to prepare promotional material including posters and Facebook Posts.
- 8.4 Promoting the Summer Film Festival via poster drops and other promotional activities as directed.

9. ORGANISATIONAL RELATIONSHIP

The position is responsible to the Manager Community Services

10. EXTENT OF AUTHORITY

Nil

11. SELECTION CRITERIA

Essential

- Well-developed interpersonal and written communication skills
- Confident with public speaking
- Demonstrated organisational skills
- Demonstrated time management skills
- Sound computing skills
- Demonstrated ability to work autonomously and within a team environment
- Current "C" class Drivers Licence

Desirable

- Knowledge of local district

INFORMATION FOR PROSPECTIVE APPLICANTS

Thank you for your interest in the position advertised by the Shire of Bridgetown-Greenbushes. To assist you in submitting your application, please take the time to read the following information.

Equal Employment Opportunity:

The Shire of Bridgetown-Greenbushes is an equal opportunity employer. All applications for a position will be assessed against the criteria included in the Position Description.

Completing your Application:

Your application should include the following:

1. A **covering letter** stating why you are applying for the position and giving details of how you may be contacted during the hours of 9.00am to 5.00pm.
2. A **separate statement** addressing the “*selection criteria*”. You should address each selection criteria under a separate heading. Consideration for the interview is based upon clear demonstration of your ability to meet each of the selection criteria.

You should indicate how you meet the criterion and provide examples of events and projects that demonstrate your experience, knowledge and skills. It is recommended that your statements in response to each of the selection criteria be no more than half a page.

3. A **resume or curriculum vitae** which includes your relevant personal details, qualifications, work history, education and professional memberships. Relevant work history should commence with the most recent position you have held as well as the dates/period of employment. In the description of your work history give a brief summary of the duties and responsibilities for each of the positions.
4. The **names and contact details of at least two (2) referees** should be included in your resume or curriculum vitae. Referees may be contacted to verify your claims in relation to your prior work performance. ***Do not submit original copies of references.***
5. **Photocopies of your qualification(s) or academic records** of current studies should be attached to your application. ***Do not submit original certificates of your qualifications or academic records.***
6. **Please do not submit applications in plastic folders** or include original documents. All documentation should be stapled together in the top left-hand side of the application.

Please note all applications received will become the property of the Shire of Bridgetown-Greenbushes and cannot be returned to unsuccessful applicants.

Acknowledgment of Applications:

All applicants will be notified in writing (after the closing period) that their applications have been received within the required time-frame.

The Interview Process:

If you are selected for an interview you will be contacted by telephone during office hours. The Interview Panel will generally consist of at least two (2) Shire Officers however for professional appointments, the Interview Panel may include a non-Shire person.

During the interview the Interview Panel will take notes in order to assess your responses. This will assist in ensuring each candidate is assessed in an equitable and fair manner. If you do not understand a question, you should seek clarification before providing a response.

Recommended Applicant:

Prior to any offer of employment being finalised, the preferred applicant will be required to:

- Obtain a satisfactory **pre employment medical** report from the Shire's Medical Officer (at the Shire's expense).
- Produce a current **National Police clearance** (at the Shire's expense if the applicant does not hold a current clearance). A criminal conviction does not automatically exclude you from consideration for employment. Applicants who have a record of conviction are invited to discuss its relevance or otherwise to the position being applied for, with the Interview Panel.
- Provide documentary **proof of age** in the form of a birth certificate or current passport. This requirement is necessary to comply with a requirement of another law, award or industrial agreement in relation to payment of wages or remuneration to employees less than 21 years of age.
- Documented evidence of **legal entitlement to work** unrestricted in Australia (if relevant).
- Produce **original or certified copies** of all relevant qualifications and licences.

Other Requirements:

Upon appointment, the successful applicant will be required to sign and have witnessed the following documents:

- Shire of Bridgetown-Greenbushes Code of Conduct
- Shire of Bridgetown-Greenbushes Confidential Clause
- Acceptance of the Letter of Appointment
- Position Description for the job
- Statutory Declaration in relation to current Drivers Licence (if relevant)

For information on the Shire of Bridgetown-Greenbushes, visit our website at www.bridgetown.wa.gov.au