



LOGISTICS ASSISTANT

Alliance Française French Film Festival

Position Overview:

We are seeking a detail-oriented and proactive Logistics Assistant to join our team for the Alliance Française French Film Festival. This role will play a vital part in ensuring the smooth coordination of logistics and materials related to the Festival's activations and promotional efforts. The Logistics Assistant will work closely with sponsors, organising Alliances françaises, and internal teams to ensure the efficient distribution of materials and maintenance of records.

Key Responsibilities:

1. **Sponsor Coordination and Activation Materials:**
 - Collaborate with sponsors to coordinate the procurement of marketing assets, promotional goodies and materials for activations.
 - Ensure timely collection and delivery of sponsor-provided items to the respective organising Alliance Française.
2. **Graphic Design support:**
 - Assist the graphic designer in delivering assets for all participating Afs and media
 - Assist the marketing assistant in creating assets for national socials and newsletters
3. **Promotional Material Distribution:**
 - Organise the packaging and dispatch of booklets, posters, and passes to sponsors.
 - Oversee the distribution process, ensuring accurate and timely delivery to sponsors' designated locations.
4. **Alliance Française Collaboration:**
 - Coordinate with the Alliances Françaises to facilitate the distribution of printed promotional material to each location.
 - Maintain a clear and updated register of addresses, delivery schedules, due dates, and tracking numbers.
5. **Tracking and Recordkeeping:**
 - Maintain accurate records of all logistics-related activities, including material procurement, shipping, and delivery.
 - Keep track of timelines and deadlines to ensure timely completion of tasks.
6. **Wine Distribution Oversight:**
 - Manage the distribution process of sponsored wines to each Alliance Française.
 - Ensure compliance with legal regulations and logistics procedures related to the transportation of alcoholic beverages.

In addition to the primary responsibilities outlined above, the successful candidate may also be expected to undertake various other tasks as needed to contribute to the overall goals and functioning of the organisation.

Qualifications:

- Bachelor's degree or equivalent experience in Logistics, Supply Chain Management, or a related field.
- Strong organisational skills with a keen eye for detail.
- Excellent communication skills to coordinate with sponsors and the Alliances Françaises effectively.
- Proficiency in recordkeeping and data management.
- Ability to manage multiple tasks concurrently and prioritise responsibilities.

Desired Skills:

- Previous experience in logistics, event coordination, or supply chain management.
- Knowledge of shipping regulations and best practices.
- Problem-solving abilities to address unforeseen logistical challenges.
- Strong interpersonal skills for effective collaboration with diverse stakeholders.
- Proactive attitude and ability to work autonomously in a dynamic environment.
- Resilience and composure when facing tight deadlines, unexpected challenges, and intense workloads.

Application Process:

Interested candidates should submit their resume, cover letter, and any relevant portfolio or work samples to coordination@affrenchfilmfestival.org by Friday 31 October. Shortlisted candidates will be contacted for an interview.

Conditions:

Casual position, full time, 4 months

Starting date: 4/12/2023

To be eligible for employment you must be an Australian Citizen or a permanent resident of Australia or hold an appropriate visa that allows you to work unrestricted in Australia.

About the Alliance Française French Film Festival:

The Alliance Française French Film Festival is a prestigious annual event that celebrates the rich heritage of French cinema. It is jointly organised by the Alliance Française of Adelaide, Brisbane, Canberra, Melbourne, Perth and Sydney and is supported by the French Embassy. With a focus on cultural diversity and artistic excellence, the Festival showcases a curated selection of French films, bringing together film enthusiasts, students, and Francophiles from around the country. The Festival will be celebrating its 35th anniversary in 2024.

Join us in ensuring the seamless logistics of the Alliance Française French Film Festival and contribute to the success of this vibrant cultural event!