



Executive Director

The Singapore International Film Festival (SGIFF) is a registered charity and Institute of a Public Character (IPC), and runs the annual international film festival SGIFF, a highlight of the Singapore arts calendar, as well as other year-round film activities. SGIFF's mission is to grow public support for and appreciation of film and filmmakers, especially those from Southeast Asia. SGIFF aims to nurture a community of people who believe in the importance of film as an art form, and in film's power to inform, transform and inspire. Through its various programmes, SGIFF supports not only the cultivation of audiences, but also the development of Singapore filmmakers and the local film industry.

Reporting directly to the SGIFF Board, the Executive Director will have overall strategic, financial and operational accountability for SGIFF, the Silver Screen Awards (SSA), as well as year-round activities e.g. educational programmes, outreach efforts, audience development, and fundraising events.

This includes but is not limited to oversight responsibilities for budgetary planning and control, event management, strategic partnerships, preparation of reports and analyses, funding and budget applications, and sponsorship and marketing of the events, working in collaboration with the Artistic Director who is responsible for all artistic and curatorial decisions.

The Executive Director is expected to lead and manage an office of about 8 full-time staff, as well as a team of part-time and contract staff (the number of which will increase during the actual festival period). S/he will also represent SGIFF as the organisation's public face, and will co-create the vision, mission and strategic priorities for SGIFF in collaboration with the Board as part of SGIFF's review process.

Responsibilities

1. Festival Management Oversight

- a) Oversee the planning and follow through the organization of the SGIFF and SSA, including the programming, festival events, and pre/post event parties, as well as other year-round SGIFF-related events (e.g. school outreach programmes) in collaboration with the Artistic Director;
- b) Implement and supervise proper contract management procedures;
- c) Set the working budget for each festival for approval by the Board of Directors, and to complete the events for each festival within the approved budget, including implementing and supervising financial and payment control measures.

- d) Oversee and manage the various advisory committees, jury members, SGIFF guests, SSA nominees and winners, etc.;
- e) Work closely with the Artistic Director and team to design the programmes and experiences so that it meets SGIFF's core aims;
- f) Oversee recruitment and management of required creative / support services and technical resources including the operations and hospitality team, film trafficking, protocol officers, translators etc;
- g) Oversee the production of all required publications e.g. SGIFF and SSA programme booklets;
- h) Oversee the protocol and hospitality arrangements of guests;
- i) Co-ordinate and broker relationships with key industry players, filmmakers, related government agencies, business associates and partner events.

2. Administration and Performance

- a) Ensure smooth day-to-day running of the SGIFF office including staff management;
- b) Bear overall P&L responsibility to lead and work with the Board on the solicitation of sponsorships, donations, grants and other sources of revenue from the private and public sectors;
- c) Prepare funding application documents and budget reports for submission to the government, and ensure SGIFF's compliance with the Charity Code and the renewal of SGIFF's IPC status;
- d) Preparation and completion of the various reports and post-event reports and analyses to the Board and the government if so required;
- e) Determine Critical Success Factors and KPIs for the festival and team, and measure performance against targets as full accountability is required after each festival edition.

3. Organizational Effectiveness

- a) Review and re-design organization structures, job descriptions and business processes for optimal efficiency and effectiveness;
- b) Ensure talent and performance management processes and skills are in place to attract, engage, develop and retain the right staff for the right roles;
- c) Communicate effectively with the Company Members/Board/Board Committees, and provide, in a timely and accurate manner, all information necessary for the Board/Board Committees to function properly and to make informed decisions.

Requirements

Education and Experience

- a) Possess minimum of a Bachelor's degree;
- b) Possess at least 5 years of experience in a supervisory position, managing a small to medium-sized company – media company, arts groups and/or IPC preferred;
- c) Minimum of 10 years working experience in relevant fields such as the arts, film, media and creative industries so that you are familiar with the local film industry and/or media and arts scene, and can speak credibly as the public

face of SGIFF to the film community, audiences, the media, stakeholders, partners and government agencies.

Qualities, Knowledge and Skills

- a) Believe in the vision and mission of SGIFF; believe that film is an art form with the power to inform, transform, and inspire, and that cultivating an appreciation for film is vital;
- b) Possess strong managerial, administrative and event management skills including knowledge of basic accounting;
- c) Able to lead and advice staff in areas such as marketing, public relations, business and partnership development, fundraising, finance, programming etc. without needing to yourself be a domain expert;
- d) Possess people management skills, and be able to lead, inspire, rally and work with a team, fostering a culture of trust and professionalism;
- e) Be able to work with ambiguity and in a fast-paced environment;
- f) Be self-driven and reliable, working with integrity, creativity, passion, professionalism, respect for others, and a sense of urgency and purpose.

Application process

- a) This is a full-time position open to applicants based in Singapore. Only local terms of employment will be offered. The company will assist in the application of a work visa, if necessary.
- b) Interested applicants may send a copy of your CV, a picture of yourself, two references, and your expected salary to **EDApplication@SGIFF.com** by **Friday 28 Feb 2020, 23:59hrs.**
- c) Only shortlisted candidates will be contacted.

About the Singapore International Film Festival Ltd

Founded in 1987, SGIFF is the largest and longest-running film event in Singapore. It has become an iconic event in the local arts calendar that is widely attended by international film critics, and known for its dynamic programming and focus on groundbreaking Asian cinema for Singapore and the region. Committed to nurturing and championing local and regional talent, its competition component, the Silver Screen Awards, brings together emerging filmmakers from Asia and Southeast Asia while paying tribute to acclaimed cinema legends. With its mentorship programmes, masterclasses and dialogues with attending filmmakers, the Festival also serves as a catalyst for igniting public interest, artistic dialogue, and cultural exchanges in the art of filmmaking. The SGIFF is organised by the Singapore International Film Festival Ltd, a non-profit organisation with Institution of Public Character (IPC) status.

For more information, please visit www.sgiff.com