

### **About SCREEN FOREVER**

SCREEN FOREVER is presented by Screen Producers Australia, a membership organisation that unites screen businesses to campaign for a healthy commercial environment.

Our annual conference is held over three days and is the premier business and networking event for film, television, interactive and games producers.

Delegates include key Australian and international industry practitioners involved in all aspects of producing, creating, distributing and financing screen content.

The program offers a mix of interviews, pitching opportunities, panel discussions, masterclasses and social events with opportunities for business development and networking in a relaxed environment. Delegates will spend three days developing their knowledge, increasing skills and expanding their industry contacts.

### **Responsibilities During SCREEN FOREVER**

Volunteer Conference Assistants are instrumental in the smooth operation of SCREEN FOREVER.

Conference Assistants support Screen Producers Australia staff with the management of the event, including session room supervision, assisting in co-ordinating audio/visual, speakers, sponsor signage, time keeping, plus our Opening Night Drinks and Screen Producers Australia Awards.

### **Duties include, but not limited to:**

- Ensuring all speakers arrive to the session on time.
- Ensuring the stage and furniture is set up correctly for the panel.
- If the session is sponsored, ensuring all sponsor signage and/or materials have been put in place and/or distributed prior to the session starting.
- All rooms require roving mics for Q&A. Conference Assistants will be asked to run the microphones when required.
- Checking with the session moderator about how and when they would like question time to run (some moderators do not wish to have Q&A).
- Briefing Moderators on how to use the Q&A app. (Conference Assistants will be briefed on how to use this during induction)
- Keeping time of each session, and flagging to the moderator when the session is due to conclude.
- Oversee Conference entrances and provide guidance to delegates for registration and session rooms.

- Assist at the Opening Night Drinks and Awards Night with wrist-banding, and navigating attendees, special guests to their seats.

Full instructions and training will be provided at the Briefing Session on Tuesday, 15 November.

### **Commitment**

- Conference Assistants are required to be available for the duration of SCREEN FOREVER 15 - 17 November 2016.
- Conference Assistants are required to attend the morning Briefing Session on Tuesday 15 November.
- Conference Assistants need to be well presented at all times. Black pants and comfortable shoes will be required for the duration of the day. Conference Assistants will be provided a t-shirt.
- Conference Assistants are to be reliable and punctual at all times.
- Morning tea, afternoon tea and lunch are provided each day. Catering is included during the Opening Night Drinks on Tuesday and on Thursday night at the Awards.
- Each day will start with an 8am briefing meeting (unless otherwise notified), which you will be required to attend.

### **Dates**

Tuesday 15 November – Thursday 17 November 2016

### **Location**

Crown Conference Centre, Melbourne

To apply, please email your CV and a paragraph on why you'd like to volunteer at SCREEN FOREVER to Angus Young, Events Producer, Screen Producers Australia [angus.young@screenproducers.org.au](mailto:angus.young@screenproducers.org.au)

Applications close COB – 5pm Thursday September 16<sup>th</sup>.