

Jointly Organised By



Government of Maharashtra



Pune Film
Foundation

16th PUNE INTERNATIONAL FILM FESTIVAL

FESTIVAL DEPARTMENTS

Audience award	Encouraging the delegates to vote for the Audience Award, ensuring that audience ballots from the previous evening are accurately counted each morning.
Anchors	We invite filmmakers whose work is screening at the Festival to participate in Q&A sessions. Your role is to meet and greet the filmmakers, make sure they and their work are properly introduced to the audience. Most importantly, interview them at the end of the screening.
Catalogue Editing	Write, edit, and proofread content for errors in spelling, punctuation, and grammar. If required rewrite copy to make it easier for people to understand. Verify facts, using standard reference sources.
Delegate Management	Assist in distributing, collecting, and account for all delegate passes at our theatres. Volunteers must be able to provide public with Festival information and answer questions that arise. Ensure the secure and safe keeping of catalogues, daily bulletins and its distribution to the delegates. You will be the first point of contact for Public and Guests.
Distribution	Distribute promotional materials (posters, schedules, catalogues, daily bulletin etc) to festival venues and in time.
Festival Programming	Assist the Programming Director in administrative tasks, which include coordinating all database cataloguing, review procedures and programming the festival schedule. Other duties within the scope of Programming Director.

<p>Hospitality</p>	<p>Ensure that guests of the festival are welcomed, receive their materials (welcome kit), and have their questions about the city and the festival answered in an efficient and friendly manner.</p> <p>Coordinate with the guests and ensure their prompt arrival for their press conferences/ seminars/ film screenings. Liaise with Media Coordinator ensuring information (film screening, press conference date and time) is passed to each department in a timely and ordered way. Liaise with the daily bulletin team for arranging guest interviews.</p>
<p>Invitations</p>	<p>Prepare Invitee list, send invitations for the opening & closing ceremony in advance. Take RSVP's</p>
<p>Jury Assistants</p>	<p>Set up and manage your juror's diary and schedule and contact the individual jurors to make sure they have all relevant information for their trip in advance of travel. Ensure the Festival's visiting jurors are looked after to the highest level and their time is closely managed throughout their visit.</p>
<p>Marketing</p>	<p>Assist the Marketing head to coordinate all marketing and promotion for the festival. Provide core administrative support and back office coordination, including managing the office, writing sponsorship proposals and answering inquiries via email and phone. Manage external relationships with design agency: set schedule and deadlines for the festival delivery.</p>
<p>Media / Press</p>	<p>Assist with press check-in, office duties, and press communications. Compiling and updating press conference/ Seminars excel sheet list with date, timing and speakers/guests. Acquiring the necessary equipment and rental items prior to the conference/ Seminars including banners, chairs, snacks, water, catalogue, schedule etc. Coordinating between the Media Relations team and the press members regarding the time of press conference/ seminars.</p>
<p>Office Administration</p>	<p>Assist various departments with a variety of administrative and organizational tasks. Duties include reception, answering phones, promoting and providing information to the public about the Festival, data entry, photocopying, production, filing, errands and other general office duties as required.</p>

Photography/ Videography	Ensure to artfully and efficiently capture the excitement of the festival. Documenting the events, films and exhibitions through photography and video. Camera experience is essential, as well as your own professional equipment.
Print unit	Managing print(film) traffic during the festival period as well as pre and post event. Planning film checking and delivering according to the schedule. Arranging return of the films using dispatch schedule. Helping projection manager and assuring the smooth functioning of screenings.
Social Media	Manage and keep up to date festival website, update festival listings, images and video files.
Transport	Transport festival guests and staff from their pickup location to their destination in a safe, time efficient and friendly manner using one of the festival's vehicles. Liaise with the Drivers and the Hospitality Coordinator.
Venue	Provide customer service and front-of-house assistance including, but not limited to, managing lineups, checking passes, door traffic control, greeting, ushering, and encouraging the delegates to vote for the Audience Award.