

Our forthcoming **Mobile Film Festival in Malawi** offers an exciting and worthwhile opportunity to make a real contribution to the welfare of rural communities in one of the poorest countries in the world.

PFP is seeking someone with a real commitment to development, good organisational skills and experience of travelling in Africa to go out to Malawi for six weeks during the summer of 2014 in order to join our Mobile Film Festival Team in the role of UK Representative.

This is a volunteer post with no pay, but airfares, work-related travel within Africa, and board and lodging are all provided.

To register your interest, please send your CV together with covering email explaining your suitability for this position to - crew@purplefieldproductions.org

Job Description

UK Representative – Mobile Film Festival in Malawi

OBJECTIVES

1. To take a lead in managing the Purple Field Productions Mobile Film Festival in Malawi for six weeks August – September 2014 in order to ensure the successful smooth running of the festival.
2. As UK Representative - to train, manage and support the Trainee Distribution Managers in order to ensure and prepare ground for an effective distribution thereafter.
3. To provide reports and feedback for monitoring and evaluation purposes and provide appropriate feedback for donors and supporters.
4. To represent PFP and liaise with Film Festival partners in Malawi

TASKS

1. Train in the use of the Backpack Cinema and its maintenance, and security.
2. Manage festival timetable, local travel and accommodation arrangements, make week-in-advance phone calls to partners to re confirm arrangements.
3. Attend and oversee set up of equipment for screenings. Ensure proper use of equipment at all times.
4. Support Trainee Distribution Managers in their role as facilitators of audience discussion and debate.
5. Assist the future Malawian Distribution Manager to devise an effective distribution plan for 12 weeks subsequent to the festival.
6. Take full responsibility for all PFP personnel, equipment and funds involved in the festival.
7. Take responsibility for distribution budget; ensure security of monies, collect receipts and account for all monies spent.
8. Ensure collection of information after each screening in order to complete the agreed monitoring and evaluation forms.
9. Report back to PFP UK on a regular basis
10. Document festival (film and photos). Post news and progress of Film Festival on social media on a regular basis.
11. Work with, and promote, the PFP ethos of honesty, respect and transparency at all times.
12. Provide a full written report on the festival and attend debriefing session on return to UK.
13. Undertake any other tasks as may reasonably be requested from time to time.