



About the Singapore International Film Festival Ltd (SGIFF)

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.

We are seeking for suitably qualified individuals for the full-time leadership position of:

Executive Director

Reports to: Chairperson, Board of Directors

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

The Executive Director is expected to represent SGIFF as the organisation's public face and spokesperson, working closely with the Programme Director in articulating the festival's programming direction and relationship with local and international film and media sector. S/he will co-create the vision, mission and strategic priorities for SGIFF in collaboration with the Board as part of SGIFF's review process.

The Executive Director's key accountabilities are:

- (1) Implementation of the long-term strategic direction of the company, working closely with the Board of Directors and Programme Director on developing the strategies
- (2) Budgetary planning, control, management and reporting for the company, which includes also the preparation of reports and analyses on the performance of the company and its events/programmes;
- (3) Event planning and management, including the marketing and communications for the event/programme;
- (4) Strategic partnerships, including relationships with funders, sponsors and donors;
- (5) Corporate governance as a Company Limited by guarantee, Charity and Institute of Public Character, working closely with the Board of Directors

- (6) Lead and manage an office of about 8 full-time staff, as well as a team of contract and part-time staff (the number of which will increase in the period leading up to and of the main Festival period). The Programme Director and all department managers report to the Executive Director.

Specifically, the Executive Director's responsibilities include, but are not limited to:

1. Festival Management Oversight

- a) Oversee the planning and follow through the organisation of all programmes and events SGIFF presents during the main festival, including the programming, festival events, and pre and post event parties, as well as other year-round SGIFF-related events (e.g. school outreach programmes);
- b) Implement and supervise proper procurement, governance and contract management procedures;
- c) Set the working budget for each year with 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 Programme Director and team to design the programmes and experiences so that it meets SGIFF's core aims;
- f) Approve recruitment and management of required creative / support services and technical resources including the operations and hospitality team, programming, marketing and partnership development teams, etc;
- g) Approve any required publications e.g. festival guides and programme booklets;
- h) Oversee the protocol and hospitality arrangements of guests;
- i) Co-ordinate, broker and nurture 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 across all departments, including financial management and staff management;
- b) Manage the finances, cash flow and any audit procedures, working with the outsourced accountant, ensuring that proper check, balances and documents are maintained;
- c) Adhere to approved policies and procedures, following approval matrix, draft policies and procedures to be approved by the Board, ensure good governance is maintained, and keep abreast of changes in governance requirements;
- d) 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;
- e) Prepare key funding application documents and budget reports for submission to the government and other main funding bodies, and ensure SGIFF's compliance with the Charity Code and the renewal of SGIFF's IPC status;
- f) Preparation and completion of various reports and post-event reports and analyses to the Board and key stakeholders if so required;
- g) Determine the Balanced Scorecard with the Board and KPIs for the festival and team, and measure performance against targets as full accountability is required after each festival edition.

3. Organisational Effectiveness

- a) Review and re-design organisation 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;
- d) Work closely with the Board on SGIFF's strategic decisions

Requirements

Education and Experience

- a) Possess minimum of a Bachelor's degree;
- b) Possess at least 5 years of experience in a senior management position, of a 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 with familiarity of 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) Demonstrated knowledge of and experience with cinema and film in Singapore and Asia;
- c) Possess strong managerial, administrative and event management skills including knowledge of basic accounting;
- d) Able to lead and advise staff in areas such as marketing, public relations, business and partnership development, fundraising, finance, programming etc. without needing to be a domain expert;
- e) Possess people management skills, and be able to lead, inspire, rally and work with a team, fostering a culture of trust, respect and professionalism;
- f) Be able to work with ambiguity and in a fast-paced environment;
- g) Be self-driven and reliable, working with integrity, creativity, passion, professionalism, respect for others, and a sense of urgency and purpose.

Interested applicants from Singapore and beyond may send a copy of your CV including the position you are applying for, two written references, expected salary and a detailed cover letter outlining how your experience would be an asset to SGIFF via email to EDapplication@sgiff.com by 30 September 2023

Shortlisted candidates will be contacted and invited for an interview.