


# VSA Assignment Description

<b>Assignment Title</b>	Events Planning Mentor
<b>Assignment Modality</b>	Standard, in-country
<b>Assignment Number</b>	41990
<b>Country</b>	Timor-Leste
<b>Location</b>	Dili
<b>Partner Organisation</b>	Pixelasia Production Dili
<b>Duration</b>	6 months (with the possibility of extension by mutual agreement)
<b>Sustainable Development Goals</b>	

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## 1. Partner Organisation Overview

Pixelasia Productions Dili (Pixelasia), an audio-visual production company (established by German director Lena Lenzen in 2011, with now 8 local staff and 3 internationals) has been organising Dili International Film Festival (DIFF) since 2019, now in 2024 in its 5th edition, to be held from 26/09/24 to 12/10/24. While we have a strong team, of which some members have been with us for years and have by now become very experienced in events and audio-visual processes - being trained as allrounders, fitting to the nascent creative industry of Timor-Leste - there still is a fluctuation in non-core employees.

Timor-Leste has no film or multi-media schools (only journalism and social communication classes), so recruitment and coaching of new talent is a difficult task.

All training is done by Pixelasia director Lena. Lenzen on-the-job, together with international experts (currently German content creator Lasse Korbanka), coming in on a project base or specifically for the film festival for workshops. Often this training component of Pixelasia must step back during more stressful event production periods. Particularly in the preparation for and during DIFF, when it comes to running a film festival with daily screenings, functions, and several workshop sessions, all over Dili, it is challenging to hold on to existing structures and systems to international standards, in the demanding work environment of a developing country.

We are in need of support in the mentoring and training area in events coordination in and in project supervision - assessing and improving structures of DIFF (programming, planning, logistics, but also creative processes) from the get-go, facilitating a more effective work flow and lastly, bringing in innovative ideas and methods to make the team stronger and more resourceful, so that through the film festival, the institution Pixelasia Productions Dili, with all its components, is empowered to achieve more for the nascent film and creative industry of Timor-Leste.

## 2. Assignment Overview

Pixelasia is striving to produce international quality - be it in audio-visual productions, events, radio programmes - or with DIFF that in the future should stand its ground in the region, linking in with others close by (Darwin, Singapore, potentially even the high-level ones such as MIFF or Busan in Korea, and the New Zealand International Film Festival in Auckland). DIFF has been inviting

international guests from Germany, Indonesia, Japan, Pakistan, Portugal and the USA, and we have a strong relationship with the New Zealand Embassy, screening NZ films with maximum participation of the Embassy team - we would love to build up on this existing partnership - therefore a link to the country in form of an events planning professional would benefit our organisation immensely.

We want to grow stronger as a boutique (marketing) agency and event organiser, a one-stop shop for clients and partners from all walks of life - led by a strong local team, able to provide international standard productions and events with a local impact.

DIFF summarizes our organisation in a nutshell, as all our resources and efforts culminate in the festival period, and all our skills are put to the test - from the top with director Lena Lenzen (mobilisation of resources and liaison with partners and sponsors and the overall planning and programming), to the content video creators and Radio operators - for the marketing and creation of engaging videos for social media, to the production team, for the event and screening set ups and the hospitality planning.

We also engage with around 20 - 30 volunteers to be trained as ushers and event assistants. Receiving the hands-on assistance of a VSA volunteer would be an essential tool to improve our processes and implement new and better approaches, for long term sustainability and success.

### **3. Goal/Outcomes/Outputs**

#### **Goal**

Confidence is built within the team, through improved structures and workflow for the event planning, including better communication within the team and stronger reporting structures which results in increased feeling of responsibilities of the local crew, ability to run events and projects more self-sufficiently, and with enhanced creativity and improved marketing skills.

On the audio-visual side, an increase in CSR and behaviour changes projects, using Pixelasia's and DIFF's existing clients and partners and an increase in structures to reach audiences in rural areas or marginalised communities, such as LGBTIQ+ community members, persons with disabilities, or children, through health and behaviour change projects.

#### **Outcome 1**

An assessment of the team and structures at Pixelasia takes place identifying realistic goals and work plans for the assignment.

- Review the structure of the team and identify counterparts with which to collaborate with alongside the director.
- Mentor open discussions and conduct one on one sessions with team members on their needs for growth and their suggestions for Pixelasia.
- Together with the team, establish more streamlined structures for follow ups, including improved reporting and workflow, empowering the team to create their own tools for better results.

#### **Outcome 2**

Implementation of new structures and timelines for milestones to be met, assessing the work on the projects, and strengthening the workflow and interterm communications.

- Lead (informal, within the team) training sessions (theoretical and on-the job).
- Coach the team and team leader during ongoing projects.

- Suggest tools to the team to develop (social media) calendars and timelines with reporting structures, coaching the team in how to keep within these schedules and comply to calendars and time plans.
- Create checklists together with the team, based on the reality of Timor-Leste and the needs of the team in order to improve the outcomes of any project.

### Outcome 3

Create new opportunities for projects and partnerships, for DIFF and beyond.

- Be a part of creative sessions with the team, potentially suggesting new content/ and opportunities.
- Working alongside the team, review the ability for Pixelasia partners could be hosted or contribute for innovative partnership events or sessions.
- Alongside the team, make an assessment of marketing tools and measures used and make recommendations for different media platforms such as, for the Radio (M3 Radio) component of Pixelasia and DIF.
- Identify sponsorship and partnership opportunities and mentor the team on how to follow up with leads.
- Be a part of the development of further events, including movie screenings and workshops outside of the film festival, based on the assessments and reality of TimorLeste.
- Evaluate, adapt, and strengthen new processes and structures, together with the director and senior team members.

## 4. Reporting, Working Relationships and Capacity Building

The volunteer will report directly to the Director. On a day-to-day basis, the volunteer will be working with the production manager and the production and logistics staff.

Close collaboration with director and assessment of the capacities and capabilities, through team meetings and individual meetings, setting goals and assessing needs for training and workshops, using Pixelasia's and DIFF's existing contacts, and for sponsorship and collaboration opportunities with partners. Evaluate the impact of M3 Radio (listenership) in the TL context, improve the outreach of DIFF for young filmmakers - using the vast network, all tools and the set up that Pixelasia has in-house, created for 12 years - and enhancing it.

The volunteer and Pixelasia Production Dili will have an ongoing relationship with the VSA programme manager in terms of assignment monitoring, reporting, professional advice, and personal support.

As needs on the ground may change over time, the volunteer is encouraged to review and update the Assignment Description on arrival in consultation with the partner organisation and VSA Programme Manager. By their very nature, development situations can involve significant change, so it is advisable that the volunteer periodically reviews and reflects on the Assignment Description throughout the Assignment to ensure the best development outcomes are being achieved.

## 5. Selection Criteria/Position Requirements

### Professional Specifications

#### Essential

- Event planning and organisation, ideally for cultural, music or film-related events.
- (Multi-) Media (basic, not in an operator, but more in a producer/ team leader role), managing (video and event) teams.
- Marketing and Communications (basic)

#### Desirable

- Audio-visual production
- Content creation, Copywriting
- Social media management
- Knowledge of Adobe Creative Suite and team apps (team is currently testing "Asana")

### Personal Specifications

#### Essential

- Flexibility, motivation, pragmatism.
- structured thinking and ability to adapt to life and work in Timor-Leste.
- Outstanding communication skills.
- Ability to work on a project base.
- Thinking outside the box.

#### Desirable

- Film lover.
- Humour
- Creativity
- Physical fitness

## 6. VSA Essential Attributes

- Commitment to volunteering, to VSA and to the partner organisation
- Cross cultural awareness
- Adaptability and a willingness to approach change or newness positively
- Able to form good relationships, both personally and professionally, with work colleagues and in the community
- Resilience and an ability to manage setbacks
- Initiative and resourcefulness
- An ability to facilitate learning through skills exchange

## 7. Country Context

For more information about Timor-Leste, see <https://www.vsa.org.nz>

## 8. Living and Working Situation

Pixelasia Productions Dili is situated in Farol, a very calm and safe residential area of Dili, close to the Indonesian Embassy and in walking distance to the New Zealand Embassy. Closed fences, nightguard, safety bars on doors and windows.

House converted into office, air condition in all rooms, 3 imacs, 5 laptops, audio recording studio, kitchen, veranda, guest room, additional radio broadcasting room, radio transmitter room. Pixelasia has an office scooter and car to be used by the staff. Pixelasia has all relevant audio-visual production equipment including drones.

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### Additional Information

#### Residency status

VSA volunteers must be New Zealand citizens or have New Zealand permanent residency status, and currently living in NZ.

#### Pre-departure briefing

As part of the volunteer's contract, successful candidates will be required to take part in a pre-departure briefing course run by VSA in Wellington and complete all required pre-reading.

#### Final appointment

Final appointment will be subject to satisfactory medical and immigration clearances (costs covered by VSA), partner organisation acceptance, and successful completion of the pre-departure briefing course.

#### Family status

VSA supports partners to accompany volunteers on assignments of six months or longer. However, volunteers with accompanying dependents will not be considered for this assignment.

#### Fundraising

VSA funding stakeholders are both the Ministry of Foreign Affairs and Trade (MFAT) and donors. We ask volunteers and accompanying partners to fundraise to help cover the cost of sending volunteers throughout the Pacific and beyond. Fundraising can be as simple as doing something you enjoy with a group or friends, and our Fundraising team is available to help you every step of the way.

#### Vaccination requirements

Potential volunteers are advised that VSA's insurers require volunteers to be vaccinated, prior to departure, in accordance with the instructions of VSA's medical adviser. VSA covers the cost of any required vaccinations.

#### Children's Act

While on assignment, VSA volunteers may be required to work with children and/or may choose to participate in informal activities in their own time that involve interactions with children (such as coaching teams or teaching English). VSA is committed to the protection of vulnerable children and adults, which also includes meeting our commitment under the Children's Act 2014.

The information requested during the application process is necessary to assist VSA to determine applicant suitability to work and/or interact regularly with children and is part of a series of pre-selection checks undertaken on all applicants for VSA assignments.

## Volunteer package

The volunteer's package includes the following:

### *Reimbursements and grants*

1. The volunteer may be entitled to an establishment grant to help them set up in their country of assignment, and a rest and respite grant after a specified period of active service in-country to encourage the volunteer to take a break away from the immediate assignment location. These grants depend on the length and location of the assignment. The volunteer's contract will specify any grant entitlements.
2. The volunteer will receive a monthly living allowance of USD 960.

### *Accommodation*

Basic, comfortable furnished accommodation will be sourced by VSA. In some circumstances volunteers may be asked to share accommodation.

### *Airfares and baggage allowance*

VSA will provide the volunteer with economy airfares to and from New Zealand for their assignment plus a baggage allowance.

### *Insurance*

VSA will provide travel insurance to cover baggage and personal property, and non-routine medical expenses for the duration of the assignment. Further details of the insurance cover will be provided during the volunteer pre-departure briefing.

### *Utilities*

VSA will reimburse volunteers reasonable expenses for household utilities while on assignment.

*Final terms and conditions relating to the specific volunteer assignment will be confirmed in a personalised volunteer contract.*