

EXPRESSION OF INTEREST

Asia Pacific Screen Awards and Forum 2025

Temporary Staffing Positions

ABOUT THE ASIA PACIFIC SCREEN ACADEMY

Established in 2007, the Asia Pacific Screen Academy (APSA) stands as the preeminent champion of cinematic excellence across the world's most dynamic film region. Encompassing 78 countries and areas, representing 4.5 billion people and producing half of the world's films, APSA celebrates the extraordinary diversity and creative power of Asia Pacific storytelling.

Through our flagship events - the prestigious **Asia Pacific Screen Awards** and innovative **Asia Pacific Screen Forum** - APSA creates transformative connections between filmmakers, fostering international collaborations that transcend borders and cultures. Our platform has become a catalyst for groundbreaking co-productions, artistic exchanges, and the emergence of new voices in global cinema.

Our Mission

- Champion cinematic excellence across the Asia Pacific region
 - Foster international collaborations and cultural exchange
 - Support emerging talent through initiatives like the MPA APSA Academy Film Fund
 - Create meaningful industry connections and co-production opportunities
 - Celebrate cultural diversity in storytelling
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2025 EVENT OVERVIEW

Asia Pacific Screen Awards: Thursday, 27 November 2025

Asia Pacific Screen Forum: Monday, 24 - Thursday, 27 November 2025

Location: The Langham, Gold Coast. HOTA Surfer's Paradise

The 18th Asia Pacific Screen Awards will welcome 400 distinguished guests for an elegant evening of celebration, while the Forum will feature innovative programming focusing on cross-cultural collaboration and industry development.

AVAILABLE POSITIONS

We are seeking dynamic, passionate individuals to join our team for **three-month contracts starting in September 2025**. The following positions are available:

Film Fund Coordinator

Coordinate the MPA APSA Academy Film Fund and support Awards and Forum activities including:

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- Film fund submissions administration and eligibility verification
- Database management and project tracking
- Academy member liaison and jury coordination
- Event support during the Awards and Forum period
- Post-event reporting and recipient notification

Events Producer

Ensure the smooth running of all events during the APSA Awards and Forum including:

- Detailed event planning, technical schedules and run sheets
- Coordination with venue, catering, and technical teams
- Awards ceremony rehearsal management
- VIP protocol and stakeholder management
- Tourism experiences and volunteer coordination
- Budget management and vendor liaison

Guest Coordinator

Manage the attendance and experience of key talent and VIPs including:

- Travel, accommodation and transport logistics for international guests
- Guest itinerary development and distribution
- Interpreter coordination and talent management
- Welcome pack preparation and gift coordination
- Red carpet scheduling and seating arrangements
- RSVP management and invitation coordination

Marketing Coordinator

Lead marketing and promotional activities across multiple channels including:

- Social media strategy and content creation (Facebook, LinkedIn, Twitter)
- Website management and content updates
- Email marketing campaign development
- Design and production of marketing collateral
- Event photography coordination
- Sponsorship acknowledgment integration
- Post-event analytics and reporting

Events Assistant

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Support the coordination of ceremony and industry activities including:

- General event assistance and administrative support
 - Roundtable coordination and industry liaison
 - Venue setup and on-site support
 - Delegate registration and information management
 - Ad-hoc project support as required
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WHAT WE'RE LOOKING FOR

Essential Criteria

- Experience in event management, film industry, or related field
- Strong organisational and project management skills
- Excellent communication and interpersonal abilities
- Ability to work under pressure and meet tight deadlines
- Proficiency in relevant software and digital platforms
- Cultural sensitivity and understanding of international collaboration

Desirable Criteria

- Knowledge of the Asia Pacific film industry
 - Experience with film festivals or awards ceremonies
 - Marketing and social media expertise
 - Multilingual capabilities
 - Previous work with international delegations or VIP management
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CONTRACT DETAILS

Duration: 3 months (September - November 2025)

Location: Gold Coast, Queensland, Australia

Event Period: Intensive work during 24-27 November 2025

Employment Type: Fixed-term contract positions

HOW TO EXPRESS INTEREST

To express your interest in joining the APSA 2025 team, please submit:

1. **Cover Letter** (maximum 2 pages) addressing:
 - Which position(s) you're interested in and why

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- Relevant experience and skills
- Your understanding of APSA's mission and the Asia Pacific film industry
- Availability for the full contract period

2. **Current Resume/CV**

3. **Two Professional References**

4. **Portfolio/Examples** (if applicable to your chosen position)

Submission Details

Email: info@asiapacificscreenacademy.com

Subject Line: APSA 2025 EOI - [Position Name] - [Your Name]

Deadline: 29/08/2025

Contact: Jaclyn McLendon, Executive Director, 0448827546

WHAT WE OFFER

- Opportunity to work with leading Asia Pacific filmmakers and industry professionals
- Experience in managing prestigious international film events
- Professional development in the global film industry
- Networking opportunities with regional and international cinema leaders
- Contribution to celebrating and promoting cultural diversity in cinema

The Asia Pacific Screen Academy is committed to diversity and inclusion. We encourage applications from all backgrounds and particularly welcome candidates who reflect the cultural diversity of the Asia Pacific region.

For more information about APSA, visit: www.asiapacificscreenawards.com