

IIFA Volunteering 2008 Key Skills

IIFA Volunteering

Leeds Met has formed a pioneering partnership with the International Indian Film Academy. The University will support Wizcraft, a leading international events management company to deliver the IIFA Weekend events in Bangkok in June 2008. This partnership provides students and staff with an amazing opportunity to work behind the scenes at the IIFAs. The IIFA Awards event is the biggest film awards ceremony in the world, attracting global media, business icons, film stars and cinema fans.

Spend 6 days with industry professionals, gaining a fantastic insight into the organisation of the IIFAs and making an important contribution to the event.

You'll work long hours for no pay and sometimes due to the intensity of behind the scenes work it may appear with no appreciation, but the experience will be invaluable for your future career. And it's up to you to make the most of it – learn all you can, do a good job and get to know key people in the events industry.

This is a volunteering opportunity and the University will cover half the cost of the experience including travel, accommodation and reasonable living expenses and the individual funds the other half.

Essential "general" skills required are, first and foremost, enthusiasm and a "can do" attitude, followed closely by a professional appearance and approach, the ability to be flexible, the ability to work within teams, a willingness to learn, excellent organisation and communication skills and a high level of literacy.

Principal duties include:

Events Management: The IIFA's incorporates various types of events and you would need to be innovative and polished in your approach. You should be able to demonstrate key skills from conceptualisation to staging and post-event evaluation.

Events Set-up: You should have a hands-on approach to events set up and be able to work independently where necessary.

Marketing and PR: Thanks to strong communications skills you will track news and send releases to appropriate media. You should be proactive in finding stories/issues/initiatives and student profiles with which we can link and therefore create more news.

Copywriting: Writing skills of the very highest standard are required.

External Relations: In addition to working within the Wizcraft team you will be expected to develop external relationships and you may be asked to chaperone VIPs.

Office Administration: You will be asked to provide administrative support for the Wizcraft team including preparing event packs, itineraries, requesting information from external sources, photocopying and other general office duties.