



The Singapore Mental Health Film Festival aims to challenge the social stigma of having a mental illness, and the discrimination faced by those affected by it. Through film, panel discussions, information booths and workshops, the festival wants to raise awareness about various mental health issues like dementia, depression, anxiety, bipolar, suicide and schizophrenia. This festival is presented by The Breathe Movement, a social organisation that seeks to increase the emotional and mental resiliency of individuals through the practice and philosophies of yoga.

JOB DESCRIPTION

Position: Panel and Community Manager

Reports to: Festival Director

Dates: August 2019 – April 2020

PRINCIPAL RESPONSIBILITIES

The Panel and Community Manager is responsible for recruiting and managing moderators and panelists in accordance to the direction of the panel conversations; manage the festival's community engagement efforts, public communications, social media management and public outreach; attend community events where appropriate to further engagement.

DUTIES AND RESPONSIBILITIES

- Works closely with the Festival Director to recruit and manage moderators and panelists
- Communicate all necessary panel information to relevant parties, and ensure that moderators have adequate information required to moderate their panels
- Works with the Creative Director to supply moderators and panelists' biographies and photos
- Manages information on Pigeonhole; ensure attendees have access to the conversation platform and moderators are able to navigate the platform and device
- Collates unanswered questions from Pigeonhole and sends them to relevant panelists to answer post-festival; manages audio from panel conversations to be uploaded onto website
- Manages the festival's community engagement efforts including public relations, social media, and community outreach
- Identifies and implements new strategies for engaging with the community-at-large
- Oversee the festival's communication and design intern's role for social media engagement; provide guidance, communications and support to optimize social media efforts
- Oversee all communication activities and materials including e-newsletters, website copy and program copy
- Cultivate and maintain relationships with mental health organisations and non-profit communities
- Administer marketing and communication activities for target groups through traditional and social media, tracking performance and responses, preparing reports and communicating to related Festival staff
- Develop and assist with publicity and creative promotional opportunities for the Festival, including giveaway through sponsors, partners and broadcast, social and print media.
- Works closely with Media Director to develop and assist media opportunities
- Work with Logistics and Operations Manager to ensure the successful execution of all Festival events

EXPERIENCE AND SKILLS REQUIRED

- Strong leadership with the ability to manage and guide the festival team, and forge strong relationships both internally and externally
- Excellent written and oral communication and negotiation skills
- A creative, flexible, determined, all-rounder individual who is resourceful and pragmatic in solving problems
- Excellent project coordination, time management, and organisational skills with the ability to juggle and prioritise multiple deadlines
- Must have a keen interest in social justice and particularly on **mental health issues**