

Production Assistant



We are seeking a proactive, highly organised, and adaptive **Production Assistant** to help bring **Queer Wave: The Cyprus LGBTQIA+ Film Festival** to life. This role bridges the gap between administrative preparation and heavy physical execution. You will handle everything from coordinating print production with suppliers to assisting our crew with on-the-ground physical setups and material transfers. If you are a problem-solver who loves to see how an independent festival functions from the inside out, this role is for you.

Crucially, this is a short-term, intensive project-based collaboration focused primarily on the vital operational preparation weeks leading up to the main event.

Key Responsibilities

- **Print & Material Production:** Oversee the printing schedule for all physical festival assets (catalogues, flyers, banners, badges, merchandise). Coordinate daily with local print vendors to ensure budget adherence, quality control, and on-time delivery.
- **Communication & Liaison Support:** Liaise daily with the Festival Coordinator as the first point of contact. Maintain professional, warm contact with local festival partners, venue staff, and external service providers. Provide the core festival team with regular updates regarding operational flow.
- **Physical Logistics & Material Transfer:** Manage the safe transport, lifting, and tracking of festival inventory, equipment, banners and decor between storage spaces and various venues.
- **On-the-Ground Venue Setup:** Lead and assist with the physical setup of the festival hub, including arranging signage, coordinating seating, and ensuring spaces are fully operational before the doors open on opening night.

Expected Timeline & Pace

- **Pre-Festival Preparation (1–18 September 2026):** This is the primary window of activity for this role. The workload is highly dynamic—some days will require managing a high volume of tasks, while others will be lighter. Exceptional flexibility in hours is essential. You must have the ability to tackle tasks on the fly as they emerge in the final weeks leading up to the festival. Your involvement will heavily focus on this pre-festival window rather than during the festival itself.

Requirements

- **Language Proficiency:** Knowledge of Greek is essential for this role to ensure smooth, clear communication with local printers, suppliers, and venue staff members.
- **Operational Agility:** Outstanding organisational and time-management skills; ability to track multiple moving parts simultaneously and pivot quickly to unexpected tasks.
- **Communication Style:** Efficient verbal and written communication skills, paired with an approachable, collaborative, and reliable demeanour.
- **Hands-on Duties:** A resourceful, hands-on attitude—ready to jump seamlessly from sending emails and making phone calls to lifting boxes and handling on-site logistics.
- **Mobility:** A valid driver's license and access to a reliable vehicle is highly desired due to the recurring material transfers needed across various sites.
- **Composure:** Ability to remain calm, focused, and level-headed in fast-paced environments.
- **Value Alignment:** Deep respect for, and alignment with, Queer Wave's community values and safe-space commitments.

If you do not meet every single requirement listed above but are confident you have the energy, stamina, and drive to thrive in this role, we still highly encourage you to apply.

Remuneration & Commitment

- **Contract Type:** Short-term, project-based freelance collaboration.
- **Remuneration:** 600–1000 EUR, depending on prior experience and final level of involvement.

How to Apply

Please complete our [online application form](#).

As part of the form, you will be asked to upload your CV and briefly outline any relevant logistical, event or other production experience.

- **Application Deadline:** Wednesday 08 July 2026 at 23:59 EEST.
- **Interviews:** Online interviews are anticipated to take place between 15 and 24 July 2026.