

GLASGOW / FILM /

Job Description

GLASGOW FILM FESTIVAL INDUSTRY PROJECT COORDINATOR

April 2024

SCREEN SCOTLAND
SGRÌN ALBA



**PEOPLE
MAKE
GLASGOW**

Glasgow Film Theatre (GFT) is registered in Scotland No. SC097369 with its registered office at 12 Rose Street, Glasgow G3 6RB. GFT is a company limited by guarantee and is registered as a charity (No. SC005932) with the Office of the Scottish Charity Regulator.

GLASGOW FILM

GLASGOW FILM FESTIVAL INDUSTRY PROJECT COORDINATOR

Dear Applicant,

Thank you for your interest in this role.

In this pack, you'll find some background information about Glasgow Film, along with more detailed information about the role, a job description, a person specification, and broad terms and conditions.

If you'd like to apply for the post, please

1. Complete our online application form by following this link:

[Industry Project Coordinator Application Form](#)

2. Complete the equal opportunities monitoring form:

<https://forms.office.com/e/tpD1pBgJ9F>

Please note that, in line with our environmental policy, we are only handling applications electronically. The closing date is **Monday 13 May at 10am**. We will confirm we have received your application by e-mail.

We hope to hold interviews in person (or online if required) during the week beginning 20 May. Please let us know, in your application, whether you would be available for interview during that week so we can make arrangements for any short-listed candidates.

We look forward to hearing from you and thank you again for your interest.

Yours truly

Sarah Emery

Glasgow Film Festival Manager

About Glasgow Film

Our vision for Glasgow Film is an inclusive, collaborative space where audiences and communities can nurture their passion for cinema and film, and be empowered through participation in our programmes. Everyone is welcome and everyone is included. This is 'Cinema For All'.

Our mission is to provide 'Cinema For All'. We exist to celebrate the magic of film and nurture excellent independent cinema from across the globe. To do this we provide high-quality programmes of curated screenings, festivals, events and industry opportunities; we empower our communities to participate through education and outreach initiatives; and we develop sector leading equalities initiatives to ensure cinema is accessible, safe and welcoming for the widest possible audience.

Our values are:

Community

This means that we will value, nurture and grow the Glasgow Film community of film fans, staff, supporters, industry and young people. We will have a positive impact in our community and build meaningful relationships with local people and local organisations as well as national and international networks. We will prioritise equality of access and work to tackle the consequences of systemic racism and inequalities that negatively impact the screen sector and fair access to the arts and culture.

Authenticity

This means we are genuine, honest and transparent with our audiences, our stakeholders and with each other as colleagues. We will behave ethically, with purpose, mindfulness and integrity in our everyday activities. We will celebrate our important history and strong identity. We know who we are, and our mission and purpose is clear.

Sustainability

This means we will future proof Glasgow Film for future generations through strong governance, expanding the diversity of our communities and reducing our carbon impact. We will continue to learn how to work more sustainably and imbed good environmental practices across all areas of our organisation.

Glasgow Film is:

Glasgow Film Theatre

GFT has been leading the way in specialised cinema for 50 years. Our three screens show 100% specialised titles, first run world and independent cinema, artists' experimental work, issue based programmes, thematic seasons, repertory programmes, Scottish produced work, festivals, and a programme of event cinema and live broadcast.

We provide an independent film programme for diverse audiences, including specific community engagement and equalities driven initiatives. These initiatives include our flagship programmes Visible Cinema (D/deaf and hard of hearing audiences), Movie Memories (Dementia friendly) and Access Film Club (Autism friendly).

GFT thrives in a highly competitive Glasgow market for cinema by providing a clearly differentiated experience and programme.

Glasgow Film Festival

Glasgow Film Festival is dedicated to presenting the best new Scottish and international film, including feature films, specially commissioned work and special events. Our approach is 'up close and personal' where audiences and creative industry practitioners get the opportunity to meet filmmakers from around the world. We are passionate about cross sector collaborations and partnerships and our unique 'pop-up cinema' events are a model of innovative programming in their exciting use of different, vibrant venues across the city.

Our Industry Focus programme is at the heart of the festival, creating a bustling hub of activity for emerging and developing screen practitioners. This is where we forge connections, share fresh new thinking and nurture diverse filmmakers of tomorrow.

Glasgow Film Learning and Youth Opportunities

Glasgow Film works collaboratively with young people, teachers, our fellow film education organisations to provide a fun and relevant programme for ages 5-25. The programme includes free Saturday screenings for families all the way through to access the industry events. Glasgow Film Youth Board is made up of young people who have graduated from one of our programmes who curate our year-round programme of free monthly Youth Screenings. Glasgow Film is also the home to Glasgow Youth Film Festival where each year young people aged 15-19 co-curate the three-day festival.

We are the lead organisation for the Glasgow Film Education Alliance, a collaborative film education initiative with Glasgow Film, Into Film, Glasgow City Council Better Futures and Glasgow Improvement Challenge, supported by Screen Scotland.

By working with a range of outreach and recruitment partners we aim to ensure that young people from all backgrounds can access our opportunities.

Film Hub Scotland

Film Hub Scotland, part of the BFI's Film Audience Network and is one of the eight Hubs across the UK with the aim of extending film choice, increasing audiences, and enhancing opportunities for audiences across Scotland to deepen their relationship with film.

Equalities, Diversity and Inclusion at Glasgow Film

Glasgow Films' commitment to equality, diversity and inclusion is clearly stated in our vision: Cinema for All. We have a proud history and track record of diverse programming, equalities driven partnership working and developing sector leading equalities initiatives (particularly for disabled audiences). Our flagship initiatives are informed by the views of those with lived experience.

We believe in and champion the progression of Article 27 of the Universal Declaration of Human Rights: that "everyone has the right to freely participate in the cultural life of the community, to enjoy the arts [...] and its benefits." However, significant inequalities continue to exist in accessing, participating in and working in the arts and screen sectors which are symptomatic of wider societal inequalities. Glasgow Film understands that discrimination and inequality affect people in complex ways.

During our recent Anti-Racism Audit, we learned more about what we need to do to embed a more actively anti-racist and intersectional approach to all of our work; both internally (with staff and volunteers) and externally (with audiences and participants). We know that we still have a lot of work to do and our new Equalities and Anti-Racism Strategy (led by the Executive) will guide us as we drive forward these changes. Our Community Engagement activities play an important part in the success of our new strategy.

Information on our community engagement and flagship equalities initiatives can be found [here](#).

Glasgow Film's original commitments in response to Black Lives Matter can be read [here](#).

Glasgow Film has an Equalities, Diversity and Inclusion strategic plan and all departments have to track and report on their progress.

Glasgow Film organises annual equalities training for staff and volunteers. Glasgow Film has a Staff and Volunteers Diversity Committee which meets quarterly.

GLASGOW FILM FESTIVAL INDUSTRY PROJECT COORDINATOR

Terms and Conditions

Employer:	The Glasgow Film Theatre
Salary:	£27,540 per annum (pro-rata)
Contract Type:	Fixed Term
Term:	14 May 2024 – 28 March 2025
Hours:	37 hours per week on average and as necessary to fulfil the scope of responsibilities within the post. This will involve some weekend and evening work. You will accrue TOIL for additional hours. TOIL needs to be taken back within the contract period i.e. before 28 March 2025, and be agreed with the Industry Coordinator.
Place of Work:	12 Rose Street, Glasgow / 131 Renfrew Street, Glasgow
Holidays:	23 days per year plus 8 currently recognised bank/public holidays (pro-rata).
Notice Period:	During probation 1 week, after confirmation of post 1 month for both employer and employee.
Pension:	This position will be part of Glasgow Film's auto enrolment pension plan.
Right to work:	The successful applicant will be required to provide documentation under the Immigration, Asylum and Nationality Act 2006.
References:	Offers of employment are subject to the receipt of references that are satisfactory to Glasgow Film.
Start date:	3 June 2024

Glasgow Film is an Equal Opportunities Employer and as such all positions will be offered to the candidate with the required skills for the post and without consideration to a candidate's race, ethnic origin, nationality, religion or belief, sex, sexual orientation, gender reassignment, age, marital or civil partnership status or disability.

JOB DESCRIPTION:

GLASGOW FILM FESTIVAL INDUSTRY PROJECT COORDINATOR

Responsible to: Glasgow Film Festival Industry Coordinator

Principle purpose of the post

This job description describes the principal duties of the job currently. It is a guide but is not intended to be all-inclusive. The post holder is expected to work flexibly and respond positively to changing business needs.

This post will support the Industry Coordinator to deliver GFF's growing talent development projects.

The successful candidate will oversee the application processes and raise awareness of the available opportunities to the target audience. They will support the project partners by coordinating the programme of workshops, ensuring that information is shared successfully across the project through providing project updates and updating the festival database. Acting as the main point of contact for all applicants and partners, they will be responsible for evaluation and monitoring, gathering feedback post project and submitting final reports. Attention to detail, strong written and verbal communication skills are essential to this post, along with the ability to work with multiple stakeholders.

Principle duties

This job description describes the principal duties of the job at this time. It is a guide but is not intended to be all-inclusive. The postholder is expected to work flexibly and respond positively to changing business and customer needs.

- Oversee the online application process, creating application forms, logging and responding to application forms and dealing with any queries from applicants in a timely manner.
- Act as main point of contact for all the recipients of the talent development initiatives, host monthly check-in meetings, collate monthly reports and monitor the progress of all programmes.
- Liaise with the GFF Guest Services team for any travel, accommodation and hospitality requirements of the projects.
- Ensure all Festival Databases are up to date with successful applicants, mentees, mentors, project partners, workshop facilitators' details, event specific details and any special requirements.
- Coordinate any workshops for project partners, ensuring all necessary arrangements are in place and that information is shared across the project partners
- Attend workshops with participants and track project updates and progress of each participant to report to Industry Coordinator.
- Ensure opportunities are promoted to the target audiences, liaising with the Festival Marketing Coordinator to provide suitable content and ensure it is promoted to all Glasgow Film and partner networks

- Support the Industry Coordinator and wider festival team when required
- Gather feedback from participants and partners after the conclusion of the project

Responsibilities for all staff

- Follow Glasgow Film's Equal Opportunities Policy and uphold our commitments to anti-racism and equalities, helping to nurture an inclusive staff culture.
- Follow Glasgow Film's Environmental Policy, minimise individual environmental impacts and be committed to ongoing improvements and good practice.

PERSON SPECIFICATION:

Knowledge	Essential (E) / Desirable (D)
An understanding of UK & International Film Festivals and their industry programmes	D
An understanding on the development of events and projects that underline our commitment to diversity and inclusion	E
An interest in the Scottish Film & TV Sector	D
Knowledge of UK & International Talent Development Schemes	D
Experience	
Experience of using Microsoft packages and other database programmes	E
Relevant experience in a similar events, festival or project coordination role	E
Experience of working in a film or event related environment	D
Administration experience, preferably in an arts related environment, and ability to manage and collate large amounts of data	E
Demonstrable experience of working in and supporting talent development	E
Skills and Abilities	

Excellent administrative and organisational skills	E
Excellent multi-tasking skills, ability to efficiently prioritise work and meet deadlines	E
Excellent verbal and written skills	E
Good time management, with the ability to work alone or as part of a team	E
Proactive and hard-working	E
Ability to use computerised systems (word-processing, database, and spreadsheet), with good keyboard skills	E
Personal Qualities and Attributes	
A team player	E
Is thorough and pays attention to detail	E
Ability to be flexible and respond to changing priorities	E