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**Job Description**

**GLASGOW FILM FESTIVAL INDUSTRY ASSISTANT**

**AUGUST 2024**



**Industry Programme Assistant**

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:

<https://forms.office.com/e/8LLk1fFkPF>

2. Complete the equal opportunities monitoring form

<https://forms.office.com/e/vSTd6gpKZn>

Please note that, in line with our environmental policy, we are only handling applications electronically. The closing date is **Wednesday 11 September 10am.**

We hope to hold interviews in person (or via video on Teams/Zoom if required) the week commencing **16** **September.** Please let us know, in your cover letter, whether you would be available for interview 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 over 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.

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.

**Equity, Diversity and Inclusion at Glasgow Film**

Glasgow Films’ commitment to equity, 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 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](https://www.glasgowfilm.org/community).

Glasgow Film’s original commitments in response to Black Lives Matter can be read [here.](https://www.glasgowfilm.org/updates-on-black-lives-matter-commitments)

Glasgow Film has an Equity, Diversity and Inclusion strategic plan and all departments must 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.

**Job Description: Glasgow Film Festival Industry Assistant**

**Terms and Conditions**

**Employer:** The Glasgow Film Theatre Ltd.

**Contract type:** Fixed Term

**Salary:** £25,350 (pro-rata)

**Term:**  7 October 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 Manager.

**Place of Work:** 12 Rose Street, Glasgow, for all office jobs we have a WFH policy.

**Holidays:** 23 days per year plus 8 currently recognised bank/public holidays (pro-rata)

**Notice Period:** 1 week 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.

**Other benefits:**        Staff membership benefits (subject to availability): free and reduced priced tickets to Glasgow Film screenings; access to staff screenings; staff rates for hot drinks in café; employee assistance programme; discounted (optional) membership at Hilton DoubleTree Gym and Pool.

**Start date:** 7 October 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.

**Industry Programme Assistant**

**Responsible to:** Glasgow Film Festival Industry Manager

**Principle Purpose of the Post**

This post will support the Industry Manager by providing excellent organisational and administrative skills to ensure the smooth delivery of our industry programme of events. GFF’s industry programme takes place across all 12 days of the Festival, culminating in an intensive 4-day programme that features over 50 events including panels, meetings, networking, workshops and talks. Over 2000 filmmaking professionals and accredited press attended industry events in 2024 coming from the UK and further afield.

This post will be tasked with ensuring festival databases are correct and up to date with all unique events information in the lead up to the festival, that information is shared with the relevant departments and be a key point of contact for industry professionals attending. Attention to detail and excellent customer service skills are essential, along with strong administration skills.

Led by the Industry Manager, the Industry team will also include 2 Industry Project Coordinators, who will deliver GFF’s talent development projects.

**Principal 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.

* The main point of contact for the festival’s invited guest speakers and creative practitioners invited to attend Industry Focus, responsible for coordinating their travel, accommodation, drafting their itineraries and capturing any necessary event information.
* Liaise with the Guest Services team to coordinate all Industry guest travel and accommodation.
* Collate biographies and headshots of industry invited guests for use on the website and social media.
* Proofreading copy for Industry events for use on the website and by the GFF Marketing team.
* Collate all technical and AV requirements for events and log on the Festival database.
* Ensure Databases are up to date with all information regarding Industry events and guests, including guest travel and accommodation, special requirements and event set information.
* Export Industry daily running sheets from the festival database to be used by the Venue Coordinators and Delegate Services Coordinator.
* Follow company standard practice to ensure all expenditure is appropriately logged, including issuing purchase order numbers, logging expenses and providing invoice information.
* In the lead up to and during the Festival assist the Delegate Services Coordinator and Venue Coordinator with accreditation, ensuring they have up-to-date programme information.
* Manage the Industry email inbox and distribute enquiries to responsible individual, answering any delegate queries and coordinate booking systems for 1-2-1s and meetings.
* During the Festival, you will be onsite at the Festival Hub and industry venues ensuring events are set up as per the daily running order, supporting the Industry Manager and Venue Coordinator to ensure the smooth delivery of all industry events.
* Create and publish the press and industry screenings on the festival website and online streaming platform.
* Post festival assist in the collation of information necessary for reporting to funders and stakeholders of the Festival.
* Deliver exceptional customer service to our delegates and audiences.

*This job description describes the principal purpose and main elements of the job at this time. It is a guide to the nature of the main duties as they currently exist but is not intended to be all-inclusive. The post holder is expected to work flexibly and respond positively to changing business needs.*

Other

* Any other relevant duties as requested by the Programme Coordinator and Festival Manager as and when appropriate
* You will have a commitment to Equalities and Diversity
* To be committed to the company’s Environmental Sustainability policies
* To fully participate in company meetings and events when required
* To attend relevant training as and when required
* You will help ensure Glasgow Film maintains an inclusive and positive organisational culture.

**Person specification:**

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| **Knowledge**  | **Essential (E) / Desirable (D)**  |
| Knowledge 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 |
| Knowledge of AV/PA systems | D |
| **Experience**  |  |
| Experience of using Microsoft Excel, MS Teams and other database programmes  | E |
| Relevant experience in a similar events, festival or production roles | E |
| Administration experience, preferably in an arts related environment, and ability to manage and collate large amounts of data | E |
| Demonstrable experience of customer service | E |
| **Skills and Abilities**  |  |
| Excellent administrative and organisational skills | E |
| Excellent communication and customer care skills with strict attention to detail | E |
| Excellent multi-tasking skills, ability to efficiently prioritise work and meet deadlines | E |
| Excellent verbal and written skills  | E |
| Copywriting | D |
| Ability to use computerised systems (word-processing, database, and spreadsheet), with good keyboard skills | E |
| Good time management, with the ability to work alone or as part of a team  | E |
| Proactive and hard-working | 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 |

Don’t meet every single requirement? Studies have shown that women and those from the Global Majority are less likely to apply to jobs unless they meet every single qualification. We are dedicated to building a diverse, inclusive and authentic workplace, so if you’re excited about this role but your past experience doesn’t align perfectly with every qualification in the job description, we encourage you to apply.