

**Job Description July 2025: GFF26 Submissions Viewers**

Glasgow Film Festival is looking for a team of Submission Viewers to support the Programme Team with the pre-selection of film submissions for Glasgow Film Festival 2026. The successful applicants will be expected to view a minimum of 30 feature films and recommend any that should be considered for inclusion within the GFF programme.

All submission viewers will be asked to provide concise feedback reports on each feature film, flagging any content notices and their opinion will decide whether a film merits going forward to one of the festival programme team for a second viewing.

This role is an excellent opportunity for anyone with ambitions in film programming and a particular interest in feature films and film festivals.

**Who are we looking for?**

We are seeking individuals who are passionate about film from across the UK and around the globe. The ideal candidate will have a critical eye and the ability to manage their workload effectively as well as working to strict deadlines. They will also have some knowledge of Glasgow Film Festival and familiarity with past programmes to evaluate what may be a good fit for our upcoming edition.

A street with cars parked on it

Description automatically generatedA group of people holding signs

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**Information for applicants:**

August 2025

Dear Applicant,

Thank you for your interest in the post of Submissions Viewer at Glasgow Film Festival.

In this pack, you will 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 would like to apply for the post, please complete:

1. The online application form ([here](https://forms.office.com/e/nmyDQwWYWR))
2. The Online equal opportunities monitoring form (this will be sent to you on submission of the application form).

Please refer to the job description and person specification in your application, telling us why you are interested and what skills and experience you would bring to the role.

Please note that, in line with our environmental policy, we are only handling applications electronically. The closing date is **Monday 25** **August at 10am.**

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

Debbie Aitken

Head of Operations for Glasgow Film Festival

Glasgow Film

**About Glasgow Film**

Visiting Glasgow Film Theatre feels like stepping into another world. Since 1939 our iconic picture house has been a jewel in the crown of Glasgow’s cultural offering: a purpose-built cinema in the heart of the city, created for the most enthusiastic filmgoers on the planet.

Under the stewardship of Glasgow Film for half a century, our screens show new releases, thematic seasons, rarely screened classics and undiscovered gems, expertly curated by our in-house programming team. Alongside our many programming partners we champion underrepresented filmmakers as well as all-too-often overlooked cinema from around the globe.  We have meticulously modernised our film technology whilst honouring our rich cinema heritage and our commitment to the unique craft of 35mm and 70mm film projection. We’ve invested in a world class film-going experience including vital accessibility features to support all audiences and our refurbished art deco interiors make every casual visit feel like an occasion.

As a registered educational charity since 1986, Glasgow Film has evolved from a single screen cinema into a thriving three screen hub of activity where children, families, and young people can learn about film, communities can come together, and filmmakers of the future can develop their careers. In 2024 we celebrated our 50th birthday and held the 20th edition of the renowned Glasgow Film Festival, a legacy that has widened our international reach and helped to nurture our dedicated and diverse film going community that celebrates cinema in all its technicolour (and monochromatic) glory.

We offer something truly special, an inclusive and welcoming space where everyone can nurture their passion for film, delivered by a passionate and knowledgeable team who believe in Cinema for All.  We exist to celebrate the magic of film and without us, independent cinema in Scotland would be greatly diminished, losing much of its depth and diversity. People from all walks of life join us to experience films, both new and classic, the way they were meant to be.

**Glasgow Film is:**

GFT (Glasgow Film Theatre), Glasgow’s original independent cinema.

Glasgow Film Festival (GFF), the UK's second-largest film festival, taking place from 26 February - 9 March 2025.  
  
Glasgow Youth Film Festival (GYFF), our annual youth film festival, co-programmed by a group of Young Programmers aged 15 to 18.  
  
Learning and Youth Opportunities providing children, young people and teachers with the tools and opportunities to get involved in Glasgow’s film culture.  
  
Film Hub Scotland supporting a network of more than 250 film exhibitors serving Scotland's diverse population.

**Vision & Mission:**

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.

**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 and we understand that discrimination and inequality affect people in complex ways. Our Equity and Anti-Racism Strategy (led by the Executive) guides our priorities, and our programme and engagement activities play an important part in the success of this strategy.

Information on our community engagement and flagship equalities initiatives can be found [here](https://www.glasgowfilm.org/community).

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

Glasgow Film organises annual equalities training for staff and volunteers.

Glasgow Film has a Staff and Volunteers Diversity Committee which meets quarterly.

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**Terms and Conditions**

Employer: Glasgow Film Theatre

Salary : £300 fixed fee

Contract Type: Freelance

Term: September 2025 – November 2025

Hours: Flexible

Place of Work: Remote (must be based in the UK)

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: September 2025

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.

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**Reports to:**  Senior Festival Programmer

**Department:**  Glasgow Film Festival

**Principal Purpose of the Post**

Glasgow Film Festival receives a high number of feature films submitted through our film submissions process. The primary purpose of the role is to support the festival programme team and ensure that every feature film submitted to the festival is given full consideration. The successful candidate will have strong communication skills and be comfortable with remote, independent working as well as effectively managing their time to fulfil their responsibilities.

As part of the submissions team, successful candidates will be required to critically engage with allocated films and provide pertinent feedback over a relatively short period of time. This role requires a motivated, self-starter with passion and enthusiasm for feature films and film festivals.

Submissions are an important part of a festivals programming strategy as they provide a way of discovering new, exciting films and filmmakers. This role is demanding and requires commitment but in return is an immensely rewarding and engaging opportunity to contribute to a large-scale film festival.

**Responsibilities**

* View a minimum of 30 feature films
* Critically engage and review fiction and documentary features
* Provide clear and concise feedback reports, including content notices where relevant
* Ensure all assigned workload is completed within communicated deadlines

**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.

*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.*

**PERSON SPECIFICATION:**

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| --- | --- | --- | --- |
| **EXPERIENCE & KNOWLEDGE** | **ESSENTIAL (E)/ DESIRABLE (D)** | | |
| An understanding of film festival standards | E | | |
| An interest in films, festivals, programming, curation and exhibition | E | | |
| Keen eye for storytelling and originality | E | | |
| Knowledge of submission platform, FilmFreeway | D | | |
| An understanding of and clear commitment to anti-racism, equity, diversity and equal opportunities | E | | |
| **SKILLS AND ABILITIES** | | | |
| Well-developed critical skills | E | | |
| Ability to efficiently prioritise work and meet deadlines when working independently | E | | |
| Excellent verbal and written skills | E | | |
| Proactive and hard-working | E | | |
| Ability to use computerised systems with good keyboard skills | E | | |
| **PERSONAL QUALITIES AND ATTITUDES** | | | |
| Positive, friendly, empathetic and inclusive | E | | |
| A team player | E | | |
| Pro-active and motivated | E | | |
| Calm and focussed under pressure | E | | |
| Committed to quality and attentive to detail | 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.