

GLASGOW FILM

Job Description August 2025: GFT Programme Manager

The GFT Programme Manager is a central role in GFT's Programme team, responsible for the planning and delivery of the year-round programme across GFT's three screens. An experienced and enthusiastic programmer with a wide and deep knowledge of cinema past and present, the postholder maintains and develops GFT's world-class programme, ensuring it is diverse, engaging, inclusive and popular, reflecting Glasgow Film's vision of Cinema For All.

As a key member of the senior management team, the postholder works closely with the Head of Programme and the wider senior team to align programming with strategic goals and organisational values including our commitments to equity and inclusion.

This is a rare opportunity to join the creative team of one of the UK's most respected film institutions.

Who are we looking for?

We're seeking a cinema programmer with significant in-venue experience, a wide knowledge of film and cinema history and an openness to discovering more. Broad-minded in terms of curation but laser-focused regarding audience trends, you will have a keen understanding of why Glasgow Film Theatre's programming is so successful, and you will be enthusiastic about building on its strengths and discovering new areas to develop.

A confident communicator and open-minded collaborator, you'll be an enthusiastic ambassador for Glasgow Film, ready to engage with audiences and partners around exciting cinema projects. Always keen to ensure details are clear and correct, you will have an unfailing eye for accuracy and attention to detail; a perfectly constructed programme is your goal and you won't settle for anything less.



Glasgow Film is funded by



Information for applicants:

August 2025

Dear Applicant,

Thank you for your interest in the post of GFT Programme Manager at Glasgow Film.

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 the application form and the online equal opportunities monitoring form [here](#) 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 email your completed application form and short covering letter (no more than 2 sides of A4) and your CV to vacancies@glasgowfilm.org.

Please note that, in line with our environmental policy, we are only handling applications electronically. The closing date is **Thursday 21 August at 5pm**.

We expect that interviews will be held **w/b Monday 1 September 2025**.

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

Paul Gallagher
Head of Programme

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 25 February - 8 March 2026.

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 300 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](#).

Glasgow Film organises annual equalities training for staff and volunteers.

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

Job Description: GFT Programme Manager

Terms and Conditions

Employer:	Glasgow Film Theatre
Salary:	£38,010
Term:	Permanent
Hours:	Full-time - 35 hours per week - and as necessary to fulfil the scope of responsibilities within the post. This role involves regular weekend and evening work and some international travel.
Place of Work:	12 Rose Street, Glasgow
Holidays:	23 days per year plus 8 currently recognised bank/public holidays.
Notice Period:	During probation period notice is 1 week, after confirmation of post notice period is 3 months 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 (subject to availability).

Start date: September 2025 (exact start date tba)

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: GFT Programme Manager

Reports to: Head of Programme

Department: GFT Programme

Responsible for: Community Engagement Co-ordinator, Programme Officer

Staff Structure: Attached

Principal Purpose of the Post

The GFT Programme Manager is a central role in GFT's Programme team, responsible for the planning and delivery of the year-round programme across GFT's three screens. An experienced programmer with a wide and deep knowledge of cinema past and present, the postholder will maintain and develop GFT's world-class programme, ensuring it is diverse, engaging, inclusive and popular.

Working closely with the Head of Programme, the GFT Programme Manager will lead on organising engaging film programmes and audience development strategies, collaborating regularly with a wide range of programme partners and film distributors. As the person chiefly responsible for the booking and scheduling of films, the GFT Programme Manager will have an unerring eye for detail, and with the support of the Programme Officer they are responsible for ensuring accurate communication of all programme details to Front of House teams, including Projectionists and Box Office staff. Friendly, approachable and always ready to problem-solve with colleagues, the GFT Programme Manager is a central figure in the day-to-day running of the cinema programme.

The role also line manages two members of the GFT Programme team, and is a key member of GFT's Senior Management team. As a people-centred leader, they will cultivate an inclusive, supportive and creative working culture, empowering teams and nurturing talent.

Responsibilities

- Plan, book and schedule the year-round film programme across GFT's three screens
- Work with programme partners to plan, schedule and deliver film seasons and events with partners as part of GFT public programme
- Line Manage GFT Community Engagement Co-ordinator – support the development and delivery of outreach strategies and accessible programmes
- Support the Programme Officer to ensure all programme details are accurately recorded and filed correctly
- Work with Programme Officer to communicate GFT Programme and screening details with Programme, Technical, Marketing and Front of House teams
- Work with the Programme Officer to analyse cinema admissions and audience behaviour to inform programme strategy
- Research and commission contributors for introductions, panels and Q&As
- Gather data and write quarterly reports on GFT Programme strategy, admissions targets and development areas
- Write and submit funding applications for bespoke season funding – set budgets, track expenditure and report on admissions data
- Contribute to wider Glasgow Film initiatives with programming expertise and assistance – including for Glasgow Youth Film Festival and Community Outreach projects
- Support Private Hires team with planning and scheduling of cinema hires
- Host talent Q&As and introduce screenings
- Attend national and international film festivals and screening events

Other

- Undertake other activities and duties commensurate with the role as requested by the Head of Programme, including deputising, leading projects, and supporting other departments
- Have a demonstrable commitment to Anti-Racism, Equity and Diversity
- Fully participate in company meetings and events as required
- Attend relevant training and be proactively committed to your own professional development
- Ensure Glasgow Film maintains an inclusive and positive organisational culture.

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:

EXPERIENCE & KNOWLEDGE	ESSENTIAL (E)/ DESIRABLE (D)
Demonstrable (3 years+) experience of cinema programming in a comparable environment	E
Extensive knowledge of film and cinema history, and a clear understanding of the current trends in exhibition and distribution	E
Relevant experience developing and delivering audience development strategies	E
Previous experience of managing and developing relationships with programme partners or similar	E
Demonstrable experience of managing and developing a diverse staff team	E
Relevant experience setting budgets, tracking expenditure and analysing admissions data	D
An understanding of child protection and safeguarding	D
An understanding of and clear commitment to anti-racism, equity, diversity and equal opportunities	E
An understanding of environmental and sustainability issues relevant to the role	D
SKILLS AND ABILITIES	

Able to lead and manage	E
Excellent interpersonal skills	E
Able to actively problem solve and manage challenging situations	E
Able to use digital tools and platforms for admin and communication	E
Excellent communication (internal/external/customer facing)	E
Unfailing eye for accuracy and attention to detail	E
Able to work on own initiative and manage complex workload and deadlines	E
Skilled collaborator able to work with others to achieve organisation goals	E
Strong administrative and organisational skills	E
PERSONAL QUALITIES AND ATTITUDES	
Positive, friendly, empathetic and inclusive	E
Flexible and open minded	E
Pro-active and motivated	E
Calm and focussed under pressure	E

Committed to quality and attentive to detail	E
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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.