

**Job Description: TECHNICAL OFFICER**

 **July 2024**



**Information for applicants:**

July 2024

Dear Applicant,

Thank you for your interest in the post of Technical Officer 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 equal opportunities monitoring form <https://forms.office.com/e/16ZgcWPATm>. 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 12 August 2024 with interviews anticipated to take place on 16 August 2024. Please advise if you would be unavailable on this date within your application.

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

Best wishes,

David Gattens

Finance/Commercial Director

**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: Technical Officer**

**Terms and Conditions**

Employer: The Glasgow Film Theatre

Salary: £28,950 per annum (pro-rata)

Term: Permanent

Hours: Full time - 37 hours per week on average and as necessary to fulfil the scope of responsibilities within the post. This may involve some weekend and evening work.

Place of Work: 12 Rose Street, Glasgow

Holidays: 23 days per year plus 8 currently recognised bank/public holidays.

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.

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: August 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: TECHNICAL OFFICER**

**Responsible to:** Technical Manager

**Responsible for:** Please see principal duties outlined below

**Staff Structure:** See attachment

**Principal Purpose of the Post**

The postholder will assist in the efficient and safe planning and running of Glasgow Film programmes and events providing exceptional technical services at all times. This covers screenings and events both at GFT and at other venues – many of which are not traditional cinema viewing spaces

**Responsibilities**

**Main Technical duties**

* Attending to the technical delivery of output from the Glasgow Film Programme Team, both at the GFT and at external venues, ensuring the highest standards of cinema exhibition and event presentation.
* Covering all of the technical and servicing needs for the cinemas, including 70mm, 35mm, DCP and alternate content. While prior experience of handling and projecting film stock would be preferred, it is not essential, as on-the-job training can be made available.
* Attending to the technical delivery of private hires.
* Under the direction of the Technical Manager, attending to maintenance and cleanliness of the projection boxes, ensuring that action is promptly taken to repair any defects in a timely and effective manner.
* Under the direction of the Technical Manager, attending to repairs and maintenance within the building. Any damage to the fabric of the building must be attended to promptly.
* Attending to insurance and shipping requirements for Glasgow Film programmes and events, both internal and external.
* Ensuring that communication links between the Technical Team and other parties (both internal and external) are maintained.
* Health and Safety – Attending to health and safety matters relating to screenings and events at GFT and at external events for the Festivals.

**Other**

* Any other relevant duties as requested by the Technical Manager as and when appropriate
* Ensuring that no action is taken that could threaten the health or safety of themselves, other employees, customers or members of the public.
* Ensuring that equipment, which may be issued for protection because of the nature of a job, is used at all appropriate times. Failure to do so could be a contravention of health and safety responsibilities.
* Reporting of all accidents and injuries at work, no matter how minor, in the accident book.
* To fully participate in company meetings and events when required
* To attend relevant training as and when required
* You will be open to working with dedicated and vision-led teams and have a commitment to ensuring Glasgow Film maintains an inclusive and positive organisational culture.

**Responsibilities of all Staff Members:**

1. To be aware of the work of other departments in the achievement of Glasgow Film’s strategic aims and objectives.
2. To be aware of, and comply with, all rules and legislation pertaining to Health and Safety at work.
3. To work in accordance with Glasgow Film’s Equal Opportunities Policy.
4. To take an active part in communicating and co-operating with other staff and other departments.
5. To follow approved guidelines, policies and procedures established by the organisation in relation to financial management and personnel records.
6. To take part in such working groups and committees or sub-committees as may be necessary for the proper fulfilment of the organisation’s strategic aims and objectives.

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| **KNOWLEDGE** | **ESSENTIAL (E)/ DESIRABLE (D)** |
| A technical understanding of lighting, audio, film and digital projection | E |
| IT literate with excellent working knowledge of PCs, MS Outlook and MS Office | E |
| Broad knowledge of, and an interest in, film | E |
| An understanding of management systems and processes | D |
| A thorough knowledge of fire and health and safety legislation and the ability to implement and oversee all such relevant requirements  | E |
| An understanding of and commitment to equal opportunities and to making the arts accessible to all | E |
| **EXPERIENCE** |
| Minimum 2 years’ experience in a similar role | E |
| Experience of providing technical support in a multidisciplinary fast-paced cultural environment; must be proficient in the projection of “film” in all formats | D |
| Understanding of the complexities and limitations of delivering technical support within a listed building in a challenging location, as well as day-to-day maintenance | E |
| Dealing with day to day troubleshooting of operations -including event management | E |
| Administration experience, preferably in an arts related environment | E |
| **SKILLS AND ABILITIES** |
| Highly motivated and service-oriented with outstanding customer service skills, interpersonal skills and flexible attitude, suited to a busy environment | E |
| Excellent administrative and organisational skills with the ability to develop comprehensive systems and procedures | E |
| Ability to handle difficult or stressful situations calmly and sensitively | E |
| Strong problem-solving ability | E |
| Ability to efficiently manage multiple projects, prioritising as appropriate to meet required standards, targets and deadlines | E |
| Ability to work well with internal and external colleagues, collaboratively and in a team-oriented way  | E |
| Ability to work flexibly, in the evenings and at weekends as appropriate, as well as a willingness to undertake other duties as reasonably requested | E |
| **PERSONAL QUALITIES AND ATTITUDES** |
| Possesses first-rate customer service skills and excellent interpersonal skills | E |
| Commitment to continuous improvement; a strong desire to keep up to date with industry developments and implement changes where appropriate | E |
| Reliability – this includes ability to deliver high standards of both punctuality and attendance, in order to ensure effectiveness of departmental resources | E |
| Enthusiasm for film and film culture in general | D |
| Tactful and diplomatic | E |
| A positive and enthusiastic self-starter | E |
| Proactive and responsible in approach | E |
| A great team player | E |
| Friendly and open | E |
| Is thorough and pays attention to detail | E |
| Works in the best interests of Glasgow Film and its audiences | E |
| Calm under pressure | E |

**PERSON SPECIFICATION:**

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.