

**GLASGOW FILM/  
Information for applicants:  
FILM HUB SCOTLAND MANAGER**

March 2020

Dear Applicant

Thank you for your interest in our post of **Film Hub Scotland Manager** at Glasgow Film.

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 download the application form and the equal opportunities monitoring form from our website  
<http://www.glasgowfilm.org/theatre/information/vacancies>.

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 organisation. In addition to the application form please complete and return our equal opportunities monitoring form.

Completed applications should be addressed to Caroline Rice and emailed to: [Vacancies@GlasgowFilm.org](mailto:Vacancies@GlasgowFilm.org) Please note that, in line with our environmental policy, we are only handling applications electronically. The closing date is 10am on Monday, 13 April. We will confirm we have received your application by e-mail.

We hope to hold interviews on Monday 20 April. Please let us know, in your cover letter, whether you would be available for interview on that date so that we can be aware, in plenty of time, if we need to make alternative arrangements for any short-listed candidates.

If you need more information before you apply, please contact us by emailing Caroline Rice, Office Manager at [Caroline.Rice@GlasgowFilm.org](mailto:Caroline.Rice@GlasgowFilm.org).

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

Yours truly

Allison Gardner  
Programme Director/Festival Co-Director

## About Glasgow Film

Our Mission:

*Glasgow Film is a national centre for film and moving image media where audiences and filmmakers experience and debate cultural practice and ideas through diverse, unique and quality programmes that transform the way people see the world, through film.*

Quality programming, engagement and learning are central to the ethos of Glasgow Film. We aim to create excellent, accessible and innovative moving image programmes and creative learning opportunities around film for all age groups. We want to enable people of all ages and backgrounds to experience a diverse film programme with the potential to intersect with their lives in meaningful and inspiring ways.

### ***Glasgow Film is...***

- The GFT, Glasgow's centre for film-lovers. Glasgow Film Theatre has been leading the way in specialised cinema for 46 years. Our three screens show 100% specialised titles, 1st 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.
- Glasgow Film Festival (GFF) established in 2005, has become the launching pad for the best of international and Scottish cinema and is recognised as one of the top three film festivals in the UK. GFF presents a unique programme including feature films, special events and work for children and families, and the Industry Focus. Our approach is 'up close and personal' where audiences and creative industry practitioners get the opportunity to meet filmmakers from around the world. GFF also presents a week-long GFF Schools Week and produces the Glasgow Youth Film Festival (GYFF) one of the most innovative youth film festivals in Europe. Programmed by young people, it presents an outstanding range of international films and creative workshops for young people across the city.
- Glasgow Film's Engagement and Learning programme works across all of Glasgow Film, both physically and virtually, and working with schools, colleges, universities and the community, aims to provide and nurture creative, inspiring, informative and participative public engagement and lifelong learning opportunities around cinema and the moving image.
- Film Hub Scotland. As part of the BFI's Film Audience Network, Film Hub Scotland (FHS) is one of 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.

We support a network of over 210 film exhibitors serving Scotland's diverse population. We provide Hub members with a range of funding opportunities, screening programmes, training, networking events and audience research, helping Scotland's exhibitors broaden and deepen their programme and reach to engage with a wide and diverse audience.

In addition, FHS also has responsibility for managing the cross-FAN Membership Support and Development programme across the UK.

Film Hub Scotland is led by Glasgow Film.

## JOB DESCRIPTION

Role:	Film Hub Scotland Manager
Salary:	£31,560 per annum pro rata
Term:	Full-time contract (37 hours per week)
Contract:	24 months*
Holidays:	20 days per year plus 11 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
Other benefits:	Staff membership benefits: subject to availability - free entrance to GF events, 2 free guest tickets per month
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
Location:	Glasgow, with travel across the UK an essential requirement
Reports to:	Chief Executive Officer, Glasgow Film

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

*\* Glasgow Film is currently midway through its 4-year agreement with the BFI and Screen Scotland to deliver the Hub and has funding for delivery until 31 March 2022. We anticipate there to be continuation of Hub functions past this date but that is subject to the timelines and processes that will be laid out by the BFI and Screen Scotland over the next 2 years.*

**Overview:**

Film Hub Scotland (FHS) is part of the the BFI Film Audience Network (FAN); a unique collaboration of eight Film Hubs supported by National Lottery Funding from the BFI and managed by leading film organisations and venues strategically placed around the UK. Established in 2012, it now has over 1,200 members across the UK, including cinemas, festivals, multi-arts venues, community cinemas and film archives, and is at the heart of the BFI's strategy to build larger and more diverse audiences for UK and international film and a thriving cinema exhibition sector.

FHS is also supported by Screen Scotland and is a centre of expertise and support that connects cinemas, festivals and creative practitioners so that people can access a broader range of cinema. FHS uses local knowledge and relationships to deliver responsive support to develop the confidence, ambition and reach of film exhibitors across Scotland.

We have built an extensive network of over 200 members in Scotland. We are free to join and offer a range of benefits such as access to funding, training, resources, programmes and networking opportunities UK-wide through FHS and our partner Film Hubs.

In addition, BFI FAN runs UK-wide initiatives to strengthen the exhibition sector and grow audiences for independent cinema all over the UK. These include UK wide programming opportunities that FAN members can get involved in such as the BFI Blockbusters and Film Feels, support for New Releases and Screen Heritage activity, initiatives to boost young audiences and broaden access and inclusivity.

FHS is lead for the Member Support and Development cross-FAN area and we produce a UK-wide programme of events and activities designed to enhance the confidence, capability and knowledge of FAN members especially in relation to BFI2022 priority areas. This includes industry events such as This Way Up and Distributor Slate Days.

BFI FAN also collaborates with a wide-range of partners including Into Film, Independent Cinema Office and Cinema For All.

**Purpose:**

Reporting to and working closely with CEO of Glasgow Film, the Film Hub Lead Organisation, the **Film Hub Scotland Manager** will be responsible for the strategic planning and delivery of Film Hub Scotland's wide-ranging programme of support for Hub members in Scotland and the cross-FAN UK-wide Member Support and Development programme.

You will be the key point of liaison between Glasgow Film, BFI, Screen Scotland, Hubs across UK and other partners and stakeholders ensuring that they are consulted about and included in strategic development where appropriate.

The Film Hub Scotland Manager is responsible for managing all aspects of the Film Hub plan and is the lead representative in Scotland. You will be responsible for advanced project and budget management and stakeholder liaison. The post holder will manage the Film Hub Scotland team consisting of three Coordinators; the Knowledge & Network Coordinator and Programme & Marketing Coordinator who deliver the core Hub activity in Scotland, and the Member Support & Development Coordinator who delivers the UK-wide Member Support and Development programme.

### **Person:**

Applications are encouraged from a highly-motivated, focused, organised individual with excellent organisational skills who is able to work strategically across a number of concurrent projects and manage multiple workstreams at any one time. You will have an excellent knowledge of the Scottish and UK exhibition sectors. You will be comfortable leading a committed and passionate team and managing relationships with key partners, funders and stakeholders. The ability to plan, prioritise and manage a diverse programme of work, and to deliver planned outcomes to competing agendas and deadlines is essential, with the flexibility needed to respond to new demands as they arise.

### **Duties and Responsibilities:**

Summary of duties:

- Lead the strategic development of Film Hub Scotland, working internally with Glasgow Film's CEO and other key staff, and externally with national funding bodies, delivery partners, members, stakeholders and sector organisations.
- Understand and translate screen sector public policy into effective, impactful, long-term activity providing vital support for over 200 Scottish film exhibitors and the UK-wide sector.
- Deliver Film Hub Scotland's wide-reaching programme of support and advice supporting members across Scotland and Hub members from across the UK to reach shared audience development and growth outcomes.
- Understand the varied socio-geographic context of our members in Scotland and create models of support that address local and national priorities and needs including support for key venues and regional networks.
- Ensure measures are in place to address inequality and promote diversity and inclusion within the sector; including support for access measures, creating opportunities for underserved audiences and development initiatives to increase the number of exhibition professionals who have previously been marginalised from working in the sector.
- Use an intelligence-led, applicant-centred design approach that identifies and addresses gaps in the sector.
- Work closely with distributors and producers to promote new Scottish film, creating opportunities to showcase new work and to build strong connections between the production, distribution and exhibition sectors at key Scottish festivals and through initiatives such as the Slate Days, BFI New Releases and touring opportunities.
- Work in partnership with key organisations in Scotland and across the UK; with Regional Screen Scotland on the A Cinema Near You programme addressing geographic gaps in provision, with Hub colleagues on a range of professional development initiatives including National Training, with sector organisations such as the UKCA Disability Working Group.
- Work closely with NLS Moving Image Archive to celebrate Scotland's screen heritage through touring programmes, and with distributors and broadcasters to promote classic Scottish film and tv.
- Lead the BFI FAN Member Support and Development programme creating new professional development opportunities and advocating for the role skills and talent development play in building a confident, diverse cohort of screen sector professionals.
- Produce the This Way Up film exhibition conference as the annual forum for the sector to meet, explore current issues and opportunities, collaborate, share and network.
- As part of Glasgow Film's Senior Management Team (and in consultation with key funders, partners and advisors) design, deliver, monitor and report on short, medium and long-term strategic plans.
- Manage staffing, assets, information and systems

- Budget management and fundraising, secure continuing investment into the film exhibition sector in Scotland from key funders and sponsors where appropriate.
- Support Film Hub Scotland staff by providing clearly defined roles and workflows, and manage a committed team, identifying, nurturing and using their strengths to deliver against clear outcomes.

### **Skills and experience**

- Substantial experience of coordinating and delivering events within the cultural sector
- Knowledge of the film exhibition sector, and Scottish and UK film policy
- Excellent coordination, evaluation and reporting experience
- Excellent verbal and written communication skills, with the ability to engage with a wide range of stakeholders
- Excellent administrative skills
- Budget management
- Experience of report writing, demonstrating clear communication style, ability to digest, interpret and share data
- Experience of planning and delivering training events
- Ability to work collaboratively and build positive working relationships with funders, partners and members
- Ability to plan, prioritise and manage a diverse programme of work, meeting multiple aims and outcomes
- Good general ICT literacy

### **Personal qualities**

- Highly organised and self-motivated
- Ability to inspire and negotiate
- A flexible and positive approach to work
- Ability to work well under pressure
- A demonstrable commitment to diversity and inclusion
- A keen interest in film

### **Responsibilities of all Staff Members**

- (i) To be aware of the work of other departments in the achievement of Glasgow Film's strategic aims and objectives.
- (ii) To be aware of, and comply with, all rules and legislation pertaining to Health and Safety at work.
- (iii) To work in accordance with Glasgow Film's Equal Opportunities Policy.
- (iv) To take an active part in communicating and co-operating with other staff and other departments.
- (v) To follow approved guidelines, policies and procedures established by the organisation in relation to financial management and personnel records.
- (vi) 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.
- (vii) To support the organisation in improving carbon reduction initiatives and implementing our environmental policy.
- (viii) Glasgow Film strives to be an Equal Opportunity organisation.

**PERSON SPECIFICATION:  
Film Hub Scotland Manager**

<b>KNOWLEDGE</b>	<b>ESSENTIAL (E)/ DESIRABLE (D)</b>
Demonstrable knowledge of the film exhibition sector, and Scottish and UK film policy	E
An understanding of and commitment to equal opportunities and to making the arts accessible to all	E
An understanding of environmental and sustainability issues and commitment to assisting the sector in reducing its carbon footprint	D
<b>EXPERIENCE</b>	
Substantial experience of developing and delivering cultural strategy	E
Designing and implementing open and/or targeted activities and initiatives	E
Excellent relationship management and experience of working with multiple stakeholders	E
Sound competency and experience of financial management and an ability to write clear reports for senior management, partners and stakeholders	E
Experience of managing, support and driving the development of others	E
Excellent research, evaluation and reporting experience	E
<b>SKILLS AND ABILITIES</b>	
Ability to communicate effectively, clearly, concisely and to a variety of target audiences	E
Ability to handle difficult or stressful situations calmly and sensitively	E
Ability to efficiently manage a heavy workload and prioritise as appropriate to meet targets and deadlines	E
Excellent interpersonal skills	E
Ability to work under pressure	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 necessary	E
Excellent verbal and written skills	E
Keen attention to detail	E
Strong problem solving ability	E