

JOB DESCRIPTION

Role: Event and Communications Assistant
Term: 35 days at £100 per day, pattern to be agreed. To start Monday 21 October or as soon as possible.
Fee: Contract, £3,500
Location: Based in Glasgow Film Theatre
Event taking place at Broadway Cinema, Nottingham
Reports to: Manager, Film Hub Scotland

Application Deadline: Friday 11 October
Interviews to be held: Thursday 17 October

Overview

Film Hub Scotland is responsible for Member Support and Development within the [BFI Film Audience Network](#) (FAN). We deliver 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.

The aims of the FAN Member Support and Development programme are to:

- deepen the knowledge and enhance the capability of FAN members
- better equip FAN members to respond to sector priorities
- boost member confidence and provide opportunities for knowledge transfer, peer to peer learning and including the dissemination of information and best practice

As part of this work we produce [This Way Up](#) a two-day conference for the independent and cultural film exhibition sector. This Way Up offers a unique space where delegates can network, take part in practical sessions to develop skills, hear from inspirational speakers from within and outside the sector and share their own practice and experience.

The event is organised and delivered by two hubs within the BFI's Film Audience Network; Film Hub Scotland and Film Hub North.

This Way Up has taken place in Newcastle, Manchester, Glasgow, Hull and Liverpool, and in 2019 will happen at Broadway, Nottingham on 3-4 December.

Purpose:

Reporting to and working closely with the FAN Member Support and Development Coordinator, the **Event and Communications Assistant** will be responsible for a number of key tasks in the run-up to and deliver of This Way Up. These will involve ensuring information is gathered, collated and shared precisely, that key logistical arrangements are made with care and attention to detail and that tasks are completed to deadlines.

The **Event and Communications Assistant** will work closely with event partners to ensure delivery meets the expectations of delegates, contributors, stakeholders,

funders and sponsors. The role will vary from partner liaison and information gathering to assisting the coordination of activity.

Please note, you will be required to be in Nottingham on 2, 3 and 4 December with overnight stays on 2 and 3 December and late evening 4 December. All travel, accommodation, subsistence are covered by Film Hub Scotland.

Person:

The post requires a motivated, focused, organised individual with good organisational and communication skills, able to work across a number of concurrent tasks. You will understand the vital role This Way Up plays in supporting the industry. A keen interest in film and experience and knowledge of the film exhibition sector would be a significant benefit. The ability to prioritise and manage a diverse task list and to deliver planned outcomes and deadlines will be expected, with the flexibility needed to respond to new demands as they arise.

Duties and Responsibilities:

Pre-Event

- Contact speakers and organise travel, and accommodation
- Book accommodation and travel for the team
- Writing copy for promotion on social media
- Collate biographies and photos from speakers
- Collating all copy and chasing up
- Collating and testing presentations
- Help with creation of the delivery schedule of tasks for on the day
- Work with MSD Coordinator and designer to create programme and materials (flags, posters etc)
- Minute taking at team meetings
- Support MSD Coordinator to liaise with venues about requirements
- Support MSD Coordinator with other logistical tasks to prepare for the event
- Support Comms lead with marketing the event, writing copy and preparing announcements regarding the programme in newsletter and through social media
- Other administrative tasks associated with Member Support and Development if required

During event

- Track the arrival of all speakers
- Testing of each presentation on the day before session
- Ensure the evaluator has all necessary items on the day
- Look after all guest bloggers
- Liaise with venue FOH
- Be part of the Comms team updating twitter and website
- Liaising with MSD Coordinator to ensure photographers and film crew are fully briefed and requirements met.
- Assist MSD Coordinator in oversight of the event

Skills and experience

- Experience of assisting delivery of projects within the cultural sector
- Experience of marketing and writing copy for social media, newsletters and press releases
- Knowledge of the film exhibition sector
- Good verbal and written communication skills
- Familiar and comfortable with creating content for social media.
- Able to communicate with and engage with a wide range of stakeholders
- Good administrative skills
- Able to complete tasks to brief and on time
- Ability to work collaboratively and under instruction
- Ability to plan, prioritise and manage a diverse list of tasks
- Good general ICT literacy

Personal qualities

- Organised and self-motivated
- Ability to work as part of team
- 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 Network & Knowledge Coordinator**

KNOWLEDGE	ESSENTIAL (E)/ DESIRABLE (D)
Knowledge of the film exhibition sector	D
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 GF in reducing its carbon footprint	E
Knowledgeable and enthusiastic about film	E
EXPERIENCE	
Experience of marketing and writing copy for social media, newsletters and press releases	E
Experience of assisting with delivery of projects within the cultural sector	E
SKILLS AND ABILITIES	
Excellent verbal and written skills	E
Excellent interpersonal skills	E
Keen attention to detail	E
Strong problem solving ability	E
Ability to handle difficult or stressful situations calmly and sensitively	E
Ability to work under pressure over long hours	E
Ability to efficiently manage a heavy workload and prioritise as appropriate to meet 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 necessary	E
Good general ICT skills, particularly Google Sheets/Microsoft Excel and Microsoft Powerpoint	E
Basic ICT design skills and knowledge of Adobe Illustrator and InDesign	D