

Administration & Communications Officer

Film City Futures

Film City Futures requires an ADMINISTRATION & COMMUNICATIONS OFFICER to provide project, communications, and administrative support across our various programmes.

Role:

We are seeking an ADMINISTRATION & COMMUNICATIONS OFFICER - a digital savvy, motivated, creative thinker, who will provide project, administrative, and communications support across our two flagship programmes FOCUS and SHORT CIRCUIT.

SHORT CIRCUIT is a film talent initiative for Scotland, delivered by Film City Futures in partnership with Glasgow Film, and funded by Screen Scotland and BFI NETWORK, supporting the creative and professional development of new and emerging writers, directors and producers.

In conjunction with the Scottish Documentary Institute, we also deliver the FOCUS project, a business development initiative that has created a specialist support service for screen companies working in Scotland.

Responsibilities:

- Provide day to day project and administrative support across our main programmes, including assistance with events and meetings.
- Create and deliver against a wide-reaching communications strategy, including PR and social media, which ensures our projects have high visibility and profile across the local, national and international screen sector.
- Collating, analysing and identifying sources of industry news and insight through publications, festivals and industry events, and presenting this information as industry reports, social media communications, and newsletters.
- Ensuring that all project developments and announcements are communicated effectively online.
- Supporting the wider team with legislation and compliance matters relating to data protection and the use and storage of project content.
- Coordinate project assessment steering group meetings, including the creation and distribution of minutes.
- Manage all project general enquiry email accounts, and direct enquiries appropriately.
- Liaise with external project partners as required.
- Where required, represent Film City Futures at industry events.

Person specification:

- Experience of planning and managing digital content across all key platforms.
- Demonstrable written and communication skills.

- A current understanding of the screen sector in Scotland and the UK.
- Awareness of relevant equalities, diversity and inclusivity practice.
- The ability and confidence to work independently, and where required remotely, with the ability to prioritise workloads and manage their time efficiently.
- Organised and with a good attention to detail.
- Excellent ICT skills, with working knowledge of the relevant software for digital content creation and delivery.
- Experience and understanding of communications through social media channels.

Contract Terms: This is a full-time, fixed-term contract until 31st March 2022. Contract may be extended subject to continued funding for both projects.

Location: Glasgow, Scotland. Some travel within Scotland and across the UK may be required (Staff are currently working from home therefore remote working may be considered whilst national COVID restrictions are in place).

Salary: £22k - £24k.

Benefits: We offer a competitive salary, flexible 37.5 hour working week, generous 26-day holiday plus 9 bank holidays allowance, pension contribution, working in a creative, dynamic environment at Film City Glasgow.

About Film City Futures

Film City Futures' mission is to connect people, space and opportunity, enabling access and entry to the screen industries for all. We offer industry focussed programmes that are creative, challenging, and most importantly meet the needs of the screen sector in Scotland, from the engagement of new and emerging talent, to personal and business development. Projects to date include Jump Cut, a talent development initiative for 16-25 year olds; Frontrunners, an Executive Coaching programme for business leaders from television, film and related media businesses; FOCUS, a business development initiative for screen businesses in Scotland; and SHORT CIRCUIT, a project supporting new and emerging film writers, directors and producers from across Scotland

Film City Futures is a not for profit organisation based at Film City Glasgow, a screen production facility which houses over 25 companies from across the Scottish production and post-production sector, which was co-founded by one of Scotland's most successful film production companies, Sigma Films.

About Glasgow Film

Glasgow Film is an educational charity which runs Glasgow Film Theatre (GFT), Scotland's original independent arthouse cinema and the home of film in Glasgow; Glasgow Film Festival (GFF), one of the UK's leading public celebrations of cinema; and Glasgow Youth Film Festival (GYFF), a fast-growing international three-day festival co-curated by teenage film-lovers in the city. Glasgow Film is also the lead organisation for Film Hub Scotland, a membership organisation that supports more than 200 exhibitors across the country.

As one of the UK's leading independent cinemas, GFT plays an important part in the cultural life of Glasgow, screening a wide variety of international cinema, classic films and documentaries, alongside locally-made work and material aimed at a range of community groups. GFT also has a strong education programme of outreach, courses and school screenings.

GFT was awarded Accessibility Champion at the SCoD Star Awards 2016 and became the first UK cinema to scoop the Autism Friendly Award 2017. GFT was named Outstanding Festival of the Year at The Herald Scottish Culture Awards 2019.

About Screen Scotland

Screen Scotland is leading the growth of the sector through increased funding and support for film and television production, an increase in specialist staff and further investment in skills, festivals, audiences and education.

Screen Scotland sits within Creative Scotland and is a partnership with Scottish Enterprise, Highlands and Islands Enterprise, Skills Development Scotland, Scottish Funding Council, with funding from the Scottish Government and the National Lottery.

About Scottish Documentary Institute

Based at the Edinburgh College of Art, University of Edinburgh, Scottish Documentary Institute (SDI) has produced over a hundred and fifty films, screening in eighty countries worldwide, garnering international recognition as being at the cutting edge of the documentary sector. Bridging art and industry, SDI is committed to supporting authored films driven by content and emotional experience. Scottish Documentary Institute is a non-profit organisation, with charitable status since April 2019, delivering a ladder of development opportunities to benefit all Scottish filmmakers and producers, in addition to running Scottish delegations, in collaboration with Screen Scotland.

About BFI NETWORK

Made possible through National Lottery funding, BFI NETWORK exists to discover and support talented writers, directors and producers at the start of their careers. They collaborate with film organisations and leading cultural venues across the UK to provide funding for short films, support for the development of first features, as well as a range of professional and creative development programmes.

The BFI is a cultural charity, and the UK's lead organisation for film, television and the moving image. Their mission is to:

- Support creativity and actively seek out the next generation of UK storytellers
- Grow and care for the BFI National Archive, the world's largest film and television archive
- Offer the widest range of UK and international moving image culture through our programmes and festivals - delivered online and in venue
- Use their knowledge to educate and deepen public appreciation and understanding

- Work with Government and industry to ensure the continued growth of the UK's screen industries

Founded in 1933, the BFI is a registered charity governed by Royal Charter. The BFI is the distributor of National Lottery funds for film. The BFI Board of Governors is chaired by Tim Richards.

Applications

Please upload a CV and covering letter describing how your skills and experience will make you the preferred candidate for this role, and also complete our equalities monitoring survey at **www.shortcircuit.scot/jobs**

The closing date for applications is 11.59pm on **Sunday 27th June**. Interviews will commence **w/c Monday 5th July**.

We will let all applicants know if they are shortlisted and put through to the interviewing round or not, however we cannot offer feedback to non-shortlisted candidates.

This document is available in alternative formats. Please contact our Project Co-ordinator Rachel Wilson if you would like to access this document in a different format, or to discuss any matters relating to the post: rachel.wilson@filmcityfutures.com

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BFI NETWORK

Scottish
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