

**Aunty Social is looking for a Festival Development Coordinator to support the work of Blackpool Film Festival.**

This role is an entry-level position for a Fylde Coast-based aspiring film exhibition professional.

The role will start during the week commencing 13 May and finish on Wednesday 6 November 2024.

If you are interested, please complete the [online form](#) which asks you to:

- Answer 2 questions (maximum of 300 words per question)
- Attach a CV
- Attach a short covering letter OR a link to a short video explaining why you would like the role and how you meet the requirements

**Closing date: 12pm Friday 3 May 2024**

**Interviews to take place on Tuesday 7 May and Weds 8 May 2024.**

If you have any questions please email [info@auntysocial.co.uk](mailto:info@auntysocial.co.uk)

## **Festival Development Coordinator**

- Expected time commitment:
  - 2 days per week (15 hours) on Wednesdays and Thursdays with some flexibility.
  - 25 weeks, between w/c 13 May 2024 and end on 6 November 2024.
  - Includes 30 min lunch break
  - 5.5 days annual leave
  - Up to 15 additional hours are offered during the festival week (October 2024).
- Pay
  - £14.00 per hour - Salary equivalent £26,936
  - PAYE, paid monthly
- Location
  - Working from Aunty Social, 28 Topping St, Blackpool
  - Some work from home.

## Duties

- Work with the director, community programmers and freelancers to co-produce the festival programme.
- Foster new partnerships and relationships with local communities, venues and groups across Blackpool.
- Coordinate festival administration
- Coordinate audience development sessions and training for staff, community programmers and emerging event producers
- Assist with the development of the festival business plan.
- Manage own workload flexibly with guidance from Aunty Social director

This is an ideal role for someone with good organisation skills starting out in film exhibition and event administration.

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## Tasks and responsibilities

Supporting the development and day to day operation of Blackpool Film Festival, your responsibilities will be varied and will include but not be limited to:

- **Working collaboratively with the Director on programming BFF 2024 to**
  - Book selected new release and repertory material: administrating and curating elements of the programme as required.
  - To act as a point of contact between BFF and distributors, actively negotiating terms and conditions of film hire, taking due account of local needs and venue logistics.
  - Attend preview screenings, industry events and training sessions as required in order to develop programming knowledge, skills and expertise.
  - Contribute to website/blog content and social media presence on request.
- **Support the Director and festival leads with the scheduling, logistics and delivery of festival screenings and events**
  - Research the Blackpool area for BFF partner venues to host events
  - Coordinate the delivery of film files across all festival venues
  - Act as fringe venue liaison, offering guidance when needed
  - Coordinate ticket allocation & collection systems with all venues
  - Coordinate travel arrangements for filmmakers and other guests
  - Maintain participant feedback systems (surveys and photos) and ensure data is available to report to funders
- **Audience Development**

- Contribute to outreach for the BFF programme, particularly targeting traditionally marginalised audiences, arranging and attending meetings with partners and groups to ensure that BFF reaches a wide audience.
  - **Skills development**
    - Encourage volunteers and community programmers to access training and development opportunities.
  - **Administration**
    - Assist with production of festival marketing assets
      - Coproduce copy, images and video for use in print and online
    - Oversee email inboxes
      - Act as the main point of contact for email enquiries
      - Compile and send out email newsletters with information provided by staff, directors and partners
  - **During the festival**
    - Work with Aunty Social's volunteer coordinator to:
      - Undertake front of house coordination
      - Allocate volunteer support to events
    - Oversee social media coverage.
  - **Other**
    - Manage own workload with guidance from Aunty Social director
    - Always act in accordance with Aunty Social's policies. With special regard to:
      - Health and Safety; and
      - Safeguarding
    - The Coordinator will report to a named Aunty Social director
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## Skills

### Essential

- A keen interest in a wide range of film and an understanding of cinema history
- An understanding of and commitment to diverse local audiences
- Self motivated, resourceful and well organised team worker
- Confidence and ability to communicate with a wide range of people including members of the public, artists, volunteers, activity partners and corporate clients

- Ability to prioritise work under pressure with good time management skills
- Excellent communication skills both verbal and written
- A working understanding of:
  - Word or Pages, Excel or Numbers,
  - Google Drive (including Forms, Docs, Sheets)
  - Google Calendar
  - Social media platforms (including scheduling tools)

### **Desirable**

- Understanding of film exhibition and distribution sectors
  - Experience of copy-writing experience and/or arts marketing
  - Previous office or organisational experience in an events/festivals context
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### **Application form questions**

2 questions that will help us to understand your approach to film programming.

1. Choose one film released in the UK in the last 12 months and write an original copy sample as if you were writing for a film festival website or leaflet.  
*We're looking for something that engages the reader and encourages them to experience the film. (maximum of 300 words)*
2. Choose 3 films that you would programme together under the title ***Out There: Cinema that breaks the rules***. Write a list of your chosen film titles and no more than 300 words to explain your selection.  
*You can choose any type of film, from current features to archive and artists' moving image.*

**Please remember that this is not just a programming role, so do use your cover letter/video and CV to address why you would like the role and how you meet the requirements.**

Applicants must be aged over 18 years and must be eligible to work in the UK.

For more information on what documentation is required please go to

<https://www.gov.uk/legal-right-to-work-in-the-uk>

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