



## Job Title: Freelance Programme Assistant

**Overview:** As a Programme Assistant at Gateway Film Festival, you will play a vital role in supporting the planning, coordination, and execution of the festival's BFI Spotlight programme, a multi-year project to develop film screenings with partners across the city, as well as the annual November festival. You will work closely with the Festival Director to ensure the smooth operation of screenings, events, and related activities.

Joining the Gateway Film Festival team as a Programme Assistant offers a unique opportunity to contribute to the success of a city-wide arts programme. If you're enthusiastic, organised and eager to learn we encourage you to apply and be part of an exciting and rewarding experience.

**Location:** Peterborough. Home working as well as attending meetings and events across the city.

**Role:** This is a part-time, freelance post contracted August 2024-April 2025 (with possible renewal through to April 2026).

**Fee:** £5100 for approximately 34 days of work. This will be paid in monthly instalments based on £150 per day, one day per week. You will also be able to claim for travel costs within the city.

This position is funded by Film Hub South East, the British Film Institute Film Audience Network and the National Lottery.

**Reports to:** Festival Director, Gateway Film Festival

### Responsibilities:

#### 1. Film Screening Coordination:

- Assist in the scheduling and coordination of film screenings, including booking venues, managing screening times, and ensuring technical requirements are met.
- Support the logistical planning and execution of screening events.
- Support in liaising with BFI Spotlight partners to ensure timely programming and marketing needs are met.

#### 2. Marketing and Promotion:

- Support in the promotion of screenings and events through various channels, including social media, press releases, newsletters, and website updates.
- Assist in the distribution of promotional materials, such as posters, flyers, and digital assets, both online and offline.

#### 3. On-Site Support:

- Provide on-site support during screenings and events, including venue setup, ticketing assistance, crowd management, and troubleshooting technical issues (training will be provided on this).

- Assist with post-screening activities, such as audience surveys and filmmaker Q&A sessions.

#### 4. **Team Collaboration:**

- Work collaboratively with other festival staff, volunteers, and partner organisations to ensure effective communication.
- Participate in team meetings, debriefs, and training sessions to share insights, address challenges, and contribute to continuous improvement efforts.

We are looking for someone who:

- Is passionate about film and has a genuine interest in the live audience experience.
- Has previous experience in event coordination and or administration (whether in a paid or voluntary role).
- Has great time management and organisational skills
- Has excellent communication and interpersonal skills
- Is proficient in social media such as Facebook, Instagram, and X (Twitter).
- Has flexibility to work evenings, weekends, and extended hours as needed for events.
- Has a full driving licence.
- (desirable) Has access to their own car.

#### **To Apply:**

At our organisation, we firmly believe in fostering diversity and inclusivity. That's why we wholeheartedly welcome applications from individuals of all backgrounds. Whether you've followed a traditional academic route or forged your own path through self-directed learning, internships, or other experiences. We understand that talent and potential are not confined to conventional pathways, and we are committed to providing equal opportunities for all.

Please submit a CV or biography AND a cover letter or statement that details your experience and skills required for the position.

We will accept:

- A written application
- OR
- A video application

Please submit this to [gatewayfilmfestival@gmail.com](mailto:gatewayfilmfestival@gmail.com)

**Deadline Wednesday 17th of July 2024 at 12pm.**