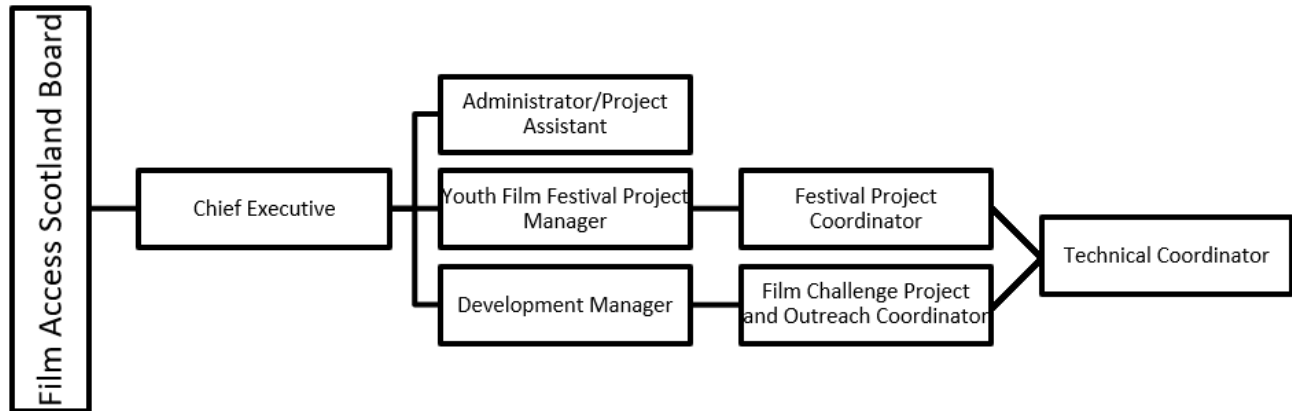




JOB DESCRIPTION

1. ORGANISATION
<p>POST TITLE: Technical Coordinator</p> <p>LOCATION: Office likely to be Central Belt. Working practices subject to Government guidance. Home-working likely</p> <p>STATUS: Full-time initially, 37 hours per week. Part-Time from Feb-Mar</p> <p>SALARY: £23,322 pro rata. September 2021 – March 2022 Contract</p>
2. JOB PURPOSE
<p>Film Access Scotland requires a freelance Technical Co-ordinator to help deliver two projects. First, a national short film challenge called <i>Climate Challenge: 1.5 Degrees Films</i> (“the Climate Challenge”), where anyone can submit a short film about climate change. Second, a dynamic, online, interactive and well-organised <i>Youth Film Festival</i> in November together with events and activities from September 2021-March 2022 connected to the work of the Festival's Youth Advisory Group.</p> <p>Led by Film Access Scotland with support from Screen Scotland and Keep Scotland Beautiful, the Climate Challenge invites people to make films to share their thoughts and ideas about climate change and how it is affecting us as individuals, our surroundings, families and communities. Local filmmaking training and support will be provided to groups in Scotland from film educators based in community hubs and within partner arts and cultural organisations. Regardless of background, age, or filmmaking experience, anyone anywhere can submit a film to the Climate Challenge. The Technical Coordinator will coordinate the film submissions and online video platform, as well as help deliver online events.</p> <p>The <i>Film Access Scotland: Youth Film Festival</i> will be designed and programmed by a team of young people from across Scotland (the “Youth Advisory Group”). The Technical Coordinator will work with the Project Manager, the Project Coordinator and the 2021 Youth Advisory Group to help deliver a fantastic programme of films and events to inspire, educate and celebrate the creativity and diversity of young filmmakers and film enthusiasts living in Scotland.</p> <p>The successful applicant will have a proven track record in delivering online streaming events, public facing events, presentations and film screenings. We are looking for a combination of excellent interpersonal and communication skills, a comprehensive working knowledge of multiple on-line platforms, a passion for film, a keen eye for accuracy, a solid understanding of digital culture and experience of working with young people.</p>

3. REPORTING RELATIONSHIPS



4. MAJOR TASKS

- 4.1 Work closely with the Project Manager and Project Coordinator of the Climate Challenge and Youth Film Festival on a weekly basis
- 4.2 Monitor and organise all films submitted to the Climate Challenge and Youth Film Festival
- 4.3 Liaise with filmmakers for screening-quality versions of their films
- 4.4 Ensure the smooth technical aspects of running Climate Challenge and Youth Film Festival events online
- 4.5 Ensuring successful delivery of the Youth Film Festival weekend and programme of Youth Advisory Group events and activities

5. ACTIVITIES

5.1 Work closely with the Project Manager and Project Coordinator of Climate Challenge and Youth Film Festival on a weekly basis

5.2 Monitor and organise all submitted short films to the Climate Challenge and Youth Film Festival

- 5.2.1 Check submissions to Climate Challenge and Youth Film Festival for eligibility
- 5.2.2 Administration of submission forms
- 5.2.3 Upload short films onto Vimeo player, ensuring they are pulled through to website player
- 5.2.4 Where necessary, update website (Wordpress)
- 5.2.5 Organise and make accessible viewing copies for the young programmers and external event partners

5.3 Liaise with filmmakers for screening-quality versions of their films

- 5.3.1 For Climate Challenge, where necessary, contact filmmakers for submission information
- 5.3.2 For Youth Film Festival, coordinate with filmmakers to ensure their films are available in preferred format and at screening quality

5.4 Ensure the smooth technical aspects of running Climate Challenge and Youth Film Festival events online

- 5.4.1 Organise and make accessible viewing copies for the young programmers to watch and judge
- 5.4.2 Co-ordinate and oversee the delivery of online and streamed content
- 5.4.3 Co-ordinate and ensure the smooth running of all discussion, networking and workshop events
- 5.4.4 Managing cataloguing, uploading and assessing the submissions
- 5.4.5 Updating online information where required
- 5.4.6 Contributing to communications and social media where required

5.5 Ensuring successful delivery of the Youth Film Festival Project: Online Festival Weekend November 2021

- 5.5.1 Co-ordinate and oversee the delivery of online and streamed content
- 5.5.2 Co-ordinate and ensure the smooth running of all discussion, networking and workshop events
- 5.5.3 Managing cataloguing, uploading and assessing the submissions
- 5.5.4 Updating online information where required
- 5.5.5 Contributing to communications and social media where required

Person Specification

Job Title: Technical Coordinator

Salary: £23,322 pro rata

CRITERIA	ESSENTIAL	DESIRABLE
1. EXPERIENCE	<p>Proven experience working across different online digital platforms.</p> <p>Experience with Wordpress websites</p> <p>Experience using digital editing software</p> <p>Experience of delivering live audio-visual presentations</p> <p>Experience of running cinema screening programmes</p> <p>Good interpersonal communication skills</p> <p>A proven ability to work alone as well as part of a small team and to prioritise and organise your own workload</p> <p>Experience with online delivery and working with participants/staff remotely</p>	<p>Experience of working with socially engaged arts projects</p> <p>Practical understanding of the production of festivals and events</p> <p>Experience using subtitling software</p>
2. SPECIAL SKILLS/ APTITUDES	<p>Excellent interpersonal and communication skills with people of all backgrounds</p> <p>Ability to work to agreed targets and timeline and to monitor progress against a project action plan</p> <p>Strong planning and work management skills</p> <p>Strong IT, numeracy, organisational and problem-solving skills</p>	<p>Awareness of working practices that promote equal opportunities</p>
3. PERSONAL QUALITIES	<p>Understanding of Equality, Diversity and Inclusion policy and practice</p>	