**Wales Youth Festival Network Coordinator (part time – fixed term)**

**Department: Wicked Film (The Pop in Centre, Prestatyn)**

**Location: Office space available at The Rhyl Little Theatre but may work remotely Wales wide**

**Post Title: Wales Youth Festival Network Officer**

**Salary: £ 20,800 pro rata**

**Contract: 16 hours per week (fixed term November 2018 – end of March 2019)**

**Responsible to: Wicked Wales Director**

**Responsible for: No direct reports. Possible management of consultants or interns.**

**Purpose of Post**

To research and coordinate a new Welsh film festival network initiative, developed by Film Hub Wales, Wicked Wales and key festivals within the region, with the aim to increase British independent and international film programmes available for and made by young audiences.

**Duties and Responsibilities**

* To work with the festival partners to ensure that the project is delivered on time and according to the project brief,
* Using the existing FHW report on Youth Festival Networks as a base, consult with key festivals in Wales re the feasibility and needs of the network. The audit/future responsibilities of the role may include:

**Meetings**

* + Quarterly meetings (open to Wales, UK and European partners) with the aim of sharing best practice,

**Training**

* + Direct attendance at key training and/or relevant events that will support the network’s development,
  + Research into training schemes available for young people, with promotion to the festival partners and their networks, with the aim of creating young ambassadors in each region,
  + Develop exchange opportunities, either digital or physical, enabling young people to share ideas,

**Programming**

* + Research into films made for young audiences across the world, to support festivals with events for young people across the network,
  + Developing themed programmes or seasons that can be shared by the network, liaising with distributors and negotiating terms where relevant,
  + Development of a national film award in partnership with BAFTA Cymru and Into Film, which can be shared across the region,
  + Filmmaking and Young Programming workshops designed to boost practical skills of young people across Wales, supporting development of the next level of young filmmakers and enthusiasts to the level of European counterparts,

**Marketing**

* + Explore the value of/need for a joint brand,
  + Develop shared marketing such as social media, a central flyer advertising festivals in Wales, landing pages for young people to find out about festival activity (working in partnership with organisations such as FHW, Young FAN and Screen Alliance Wales to avoid duplication),
  + Community outreach and partnerships to develop audiences, project profile and welcome to new venues to the project where possible and practical,
  + Supporting festivals with audience development via social media, creating photography/vox-pops, reviews, blogs, shared programme notes, touring or recorded Q&As, incentives, online campaigns etc,
  + Send out printed materials and gathering marketing materials,
  + Gathering information on upcoming events and updating online listings,

**Advocacy**

* + Partnership building with charities, schools, education specialists to support a wider culture of film education in Wales, including connections with Into Film’s pilot loyalty card scheme,

**Income and expenditure**

* + Work with the Director to monitor project spend,
  + Work with the Director to fundraise for additional income,

**Reporting**

* + Collecting and processing audience data for reporting purposes,
  + Communicating reporting deadlines with partners and collating information,
  + Monitoring progress of events and feeding back to the team to improve future activities.

**Miscellaneous**

* Any other duties as reasonably required by the Director,
* To become familiar with all relevant Health and Safety, operational, personnel, customer care, Data Protection and financial procedures, ensuring that all statutory obligations are complied with, especially in relation to licensing laws and first aid.
* The post-holder’s duties must at all times be carried out in compliance with the Prestatyn Pop In Centre/Wicked Wales Equal Opportunities policy, ensuring equality of opportunity is afforded to all persons both internal and external to the Prestatyn Pop In Centre and Wicked Wales.

**This job description is not intended to be exhaustive. The post-holder will be expected to adopt a flexible attitude to the duties which may have to be varied (after discussion with the post-holder) subject to the needs of the organisation, and in keeping with the general profile of the post.**

**PERSON SPECIFICATION**

*Essential skills/abilities*

* Further/Higher Education qualification or equivalent work-related experience
* Ability to work on own initiative and on a variety of tasks,
* Numerate and literate to GCSE level/’A’ level or equivalent
* Excellent administrative skills,
* Ability to keep accurate budgetary records/spreadsheets/databases,
* Good keyboard skills and excellent knowledge of Microsoft packages (including Outlook, Word and Excel),
* Knowledge of social media and understanding of web-based marketing,
* A good working knowledge of film,
* A good understand of young audiences,
* Excellent communication skills, via phone, in person and over email,
* Creative approach to problem solving,
* Ability to work to deadlines, understanding how this impacts on team members,
* Strong organisational and time management skills,
* Commitment to the BFI’s objective of extending the breadth, depth and reach of film choice for diverse audiences.

*Desirable*

* Knowledge/experience of event coordination,
* Ability to speak and write in Welsh,
* Experience of fundraising,
* Experience of working with young people,
* Experience working with film festivals,
* Car licence and owns own vehicle.

Application forms and job description available to download[**here**](http://www.filmhubwales.org/latest-news/film-hub-news-newyddion-canolfan-ffilm/vacancy-wales-youth-festival-network-coordinator) or contact rhiannon52@mail.com

Closing date for applications: Friday 2nd November 5.30pm

Interviews to be held at Rhyl Little Theatre, 17 Vale Rd, Rhyl LL18 2BS on: Monday 12th November.