

JOB DESCRIPTION

Job Title: Film Festival Coordinator - Screen School

Accountable to: Programme Director Film/TV

Contract Length: Permanent

Hours per week/FTE: 0.5fte

Weeks per year: 52

Salary: £14,419 - £17,602 (£28,839 - £35,205 pro rata)

Grade: 3

College/Service: London College of Communication

Location: Elephant and Castle

Purpose of Role:

To support Screen School courses including Film, TV and animation to further develop their network with Film Festivals both in the UK & world-wide. Helping promote those films selected in conjunction with Screen School course leaders at specific film festivals and maximising their exposure through all appropriate networks. In addition to help advise and support students and graduates to place films into the most relevant Festivals for their genre. Support the development of sponsored student projects, graduate consultancy and other income generating activities in the areas within Screen school, ensuring a financial surplus which will support the funding of production budgets for student final year films.

To act as a key channel for communication between the Screen School, LCC Business and Innovation team and the Internal and External Relations team.

Duties and Responsibilities

- To promote selected student and graduate films in both a festival and industry context, including:
 - Building and maintaining a knowledge of and network with film festivals worldwide, film festival submission sites, short film marketers and distributors and with other professionally relevant bodies such as NAHEMI and CILECT (the national and international associations of film and television schools).
 - Working with Screen School programme directors and course leaders to assist them in the selection of films to go forward to strategic festival opportunities.
 - Identifying appropriate festival opportunities for differing genres of student film.
 - Collecting and submitting all needed materials for selected films to targeted festival opportunities, including managing related festival submission budget.
 - Coordinating with staff and students to managing all relevant materials needed for festival participation, especially for showcase screenings of student work at festival level.
 - Compiling and communicating a termly run down of festival opportunities for students and graduates, helping advising and preparing promotional packs and relevant documentation needed for entry to festivals.
 - Coordinating industry invitations to degree shows and other external showcase events in conjunction with other relevant UAL departments including Internal and External Relations team
 - To log and maintain contact information within relevant databases and contact systems including both graduate networks and external festival networks
 - Compile and disseminate up to date information on and database of Screen School graduate and student successes both at festivals and other external events in conjunction with the Internal and External Relations team.

- To support the academic team and B&I team develop relationships with, and successful delivery of, (but not limited to):
 - Live sponsored client projects and graduate consultancy projects (with associated studio activities)
 - Signposting recruiting companies to Talent Scout service
 - Championing the benefits of strategic paid & funded engagement with industry (presenting at meetings, promoting best practise)
- To attend and contribute to all meetings relevant to the role to ensure a co-ordinated, efficient and an effective approach across courses, programmes and College/University services, acting as an effective communications channel.
- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University
- To undertake health and safety duties and responsibilities appropriate to the role
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work
- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations

Key Working Relationships: Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.

- Screen School Programme Directors and Course Leaders
- B&I colleagues including industry partnership manager.
- Internal and External Relations team
- External partners and clients
- UAL departments

Specific Management Responsibilities

Budgets: Festival Submission Budget

Staff: none

Other (e.g. accommodation; equipment):

Signed AD 4/20 Date of last review _____

 (Recruiting Manager)

The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria.

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Person Specification	
Specialist Knowledge/ Qualifications	Experience within a Film or TV environment. Undergraduate degree Project management experience preferable
Relevant Experience	Experience of working with Film festivals is an advantage Experience of project management and effective building of networks.
Communication Skills	Communicates effectively orally, in writing and/or using visual media
Leadership and Management	Self-starter that can motivate individuals or a team effectively, setting clear objectives to manage performance
Research, Teaching and Learning	Uses effective teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity
Planning and Managing Resources	Plans, prioritises and organises work to achieve objectives on time
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups
Student Experience or Customer Service	Provides a positive and responsive student or customer service
Creativity, Innovation and Problem	

Solving	Uses initiative or creativity to resolve problems
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Last updated: June 2017

