

## **SQIFF 2018**

**Job title: Guest Coordinator**

**Contract details: Freelance, 100 hours, 22<sup>nd</sup> October to 17<sup>th</sup> December 2018**

**Fee: £1000 (100 hours @ £10/hour)**

**Reports to: Festival Coordinator**

### **Role description**

#### **Context**

Scottish Queer International Film Festival (SQIFF) provides audiences in Scotland with an in-depth and inclusive opportunity to engage with LGBTQ+ cinema and related art forms. Our priorities are a community focus and removal of barriers differing audiences face in accessing film culture. SQIFF 2018 takes place 5<sup>th</sup> to 9<sup>th</sup> December in Glasgow with offshoot events in other locations around Scotland.

#### **Purpose of role**

The Guest Coordinator will work with the Festival Coordinator to organise the travel, accommodation, and schedules of Festival guests, and ensure guests have an excellent experience of SQIFF.

#### **Responsibilities**

- 1) Liaise with Festival guests to find the most suitable travel arrangements and accommodation for them, working with the Festival Coordinator to make bookings and ensure staying within budget;
- 2) Act as a point of contact for guest queries in the lead up to and during the Festival;
- 3) Work with the Festival Coordinator to plan guest hospitality during the Festival;
- 4) Create and send guest schedules, ensuring guests have all required information for their trip;
- 5) Liaise with the Festival team and SQIFF committee to ensure guests are always looked after and have everything they need during the Festival;
- 6) Liaise with the Administrative & Events Assistant to ensure guests receive their passes alongside information about guest tickets;
- 7) Manage a small cash budget for reimbursing guest expenses during the Festival, updating the Festival Coordinator on expenditure as required;
- 8) Devise and deliver evaluation of guest experiences after the Festival;
- 9) Report on progress at Festival team meetings, feeding into the overall Festival planning process;
- 10) Attend a post-Festival debrief session, providing constructive feedback and suggestions for improvement.