

SQIFF 2020 Engagement Coordinator job description

Dates

24th August to 26th October 2020, part-time, total of 180 hours (24 days)

Fee

£3240 (£18 per hour)

Role and requirements

Context

Scottish Queer International Film Festival (SQIFF) provides audiences in Scotland with an in-depth and inclusive opportunity to engage with LGBTQIA+ cinema and related art forms. Our priorities are a community focus and removal of barriers different audiences face in accessing film culture. SQIFF 2020 will take place 5th to 18th October online with several in person events during those dates.

Purpose of role

The Engagement Coordinator will work to promote the Festival to LGBTQIA+ communities which are the most excluded from accessing film culture. You will have good knowledge of the needs and requirements of different communities and be able to effectively support people to access the Festival. You will work closely with the Festival team to get to know the programme and access measures we have in place, and to work out how best to engage different audiences. You will communicate directly with individual audience members and community groups to let them know about events and support them to attend.

Requirements

We are looking for someone to carry out this role with the following knowledge and experience:

- 1) Good knowledge of the needs and requirements of different LGBTQIA+ communities across Scotland;
- 2) Experience (can be voluntary) of working and supporting people within a community setting;
- 3) Expertise - including some relevant lived experience - in engagement and support of QTPOC communities, refugees and migrants, and those in the asylum system;
- 4) Some knowledge and understanding, or a willingness to learn, about Deaf and Disabled access measures;
- 5) Knowledge and understanding, or a willingness to learn, about issues surrounding digital exclusion;
- 6) An interest in queer film and/or other art forms.

Responsibilities

- 1) Work with the Festival team to engage LGBTQIA+ audiences in Scotland through communicating and meeting with relevant individuals and groups to promote the Festival and its access measures;
- 2) Contribute ideas to the marketing team for engaging with relevant individuals and groups to promote the Festival online;
- 3) Support individuals as needed to attend events online and access our small physical/in person programme;
- 4) Manage the Festival's Audience Access Fund, dealing with email queries, allocating funds, and ensuring recipients are adequately supported to attend or access events;
- 5) Report on progress at Festival team meetings, feeding into the overall Festival planning process;
- 6) Provide post-festival feedback including statistics and suggestions for improvements.

To apply, please email a CV and covering letter stating why you are interested in the role to [helen\[at\]sqiff.org](mailto:helen[at]sqiff.org). If you have any questions or access requirements for your application, please get in touch by emailing [helen\[at\]sqiff.org](mailto:helen[at]sqiff.org) or call or text between Monday and Friday 10am-4pm on (+44)7735 273 245. We are committed to equality and accessibility throughout our organisation and will do our best to remove any barriers for people applying for or carrying out freelance roles. [Click here](#) for general accessibility information for our Festival.

