

SQIFF 2018

Job title: Administrative & Events Assistant

Contract details: Freelance, 150 hours, 22nd October to 17th December 2018

Fee: £1500 (150 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 5th to 9th December in Glasgow with offshoot events in other locations around Scotland.

Purpose of role

The Administrative & Events Assistant will support the Festival Coordinator through carrying out administrative duties and managing ticketing and events during the Festival.

Responsibilities

- 1) Set up and manage ticket sales - using Eventbrite - for select Festival events, liaising with the marketing team to update on sales and ensure accurate and smooth operation of ticketing;
- 2) Coordinate Festival Opening Night invitations and guest list;
- 3) Liaise with the Press & Marketing Coordinator to manage distribution of press tickets for events;
- 4) Liaise with the Guest Coordinator to ensure Festival guests receive their passes alongside information about guest tickets;
- 5) Liaise with the Festival Coordinator to ensure audience handouts – shorts programmes and audience feedback surveys – are effectively distributed;
- 6) Liaise with the Volunteer Coordinator and across the Festival team to ensure Festival Volunteers and staff are adequately informed about ticketing information and processes and event handouts;
- 7) Work with the Festival Coordinator to create individual event schedules;
- 8) Work with the Festival Coordinator, other SQIFF team members, and venue staff to ensure the smooth running of events during the Festival;
- 9) Undertake further administrative tasks as required in consultation with the Festival Coordinator;
- 10) Report on progress at Festival team meetings, feeding into the overall Festival planning process;
- 11) Attend a post-Festival debrief session, providing constructive feedback and suggestions for improvement.