



SCOTTISH
QUEER
INTERNATIONAL
FILM
FESTIVAL

SQIFF 2021 Producer Role Description

We are looking for a new programming and producing team to work on SQIFF 2021. As part of this, we are hiring a Producer to manage overall delivery of the festival. Please note roles are still dependent on a decision on our funding application to Screen Scotland. We expect to receive funding but if we get less money than we've asked for, the final hours for advertised roles may change slightly.

This year's festival is planned for 6th to 10th October taking place in person at CCA (Centre for Contemporary Arts) in Glasgow with a small number of films and events also available online 3rd to 10th October. This plan will be adaptable. For example, we will be able to move more of the programme online if needed. The size of the festival will be quite a lot smaller than in previous years. This is partly to plan for possible COVID-19 restrictions and partly to give a new team more space in creating the festival.

The 2 co-founders who have worked on SQIFF since the beginning are retiring from it and we would like to try to keep the festival going and give opportunities to others. We will still be involved this year and available to give advice and support to people taking on the new roles.

You need to have some level of experience already to apply for the roles. This is so that the new team can work independently. However, we know that it's more difficult for some people than others to gain 'professional' experience working in film. So, the experience you have could be from working on a voluntary basis with community organisations, for example. We also enjoy mentoring people and will be offering advice and support, as well as some specific workshops and training sessions, as needed. So, if there are some areas of a role you've less experience in but you are willing to build your knowledge and skills, then we can take that into account.

SQIFF 2021 Priorities

The festival should be open to everyone but, especially with the smaller festival size this year, priorities will be engaging and supporting Deaf and Disabled LGBTQIA+ people and LGBTQIA+ people in the asylum system to come along. This builds on SQIFF's work in previous years of creating events accessible to these groups.

The programme and festival production needs to integrate Deaf and Disabled and other types of accessibility as much as possible. We will hold workshops for the new team on this as well as passing on our existing processes and skills in this area.

Access Support

We have applied for funding to have a contingency access budget available for freelancers. If we get this funding, this means we should be able to cover most access costs people would need to be able to do the roles. Costs might go towards, for example:

- Access measures at meetings and workshops such as BSL-English interpretation, live captioning, or audio description
- Travel (within Scotland only), which could include taxis if needed for any reason
- Equipment needed to do the role, e.g. if you need a laptop or internet costs
- A personal assistant to help with any aspect of the role

Other Types of Support

SQIFF is a non-profit community organisation and doesn't have any employees. The year round running of the organisation is done by volunteers. The festival is delivered using one-off project funding which goes towards paying freelancers, amongst the other costs.

The rest of the freelancers working on the festival this year will be people who have done their roles before. These people along with the year round

volunteers will give support to the new team. We also rely on everyone on the team being mindful of others' needs and workloads, so that people are supported to do their roles. We try to make sure our team's wellbeing is always put first. The 2 co-founders of the festival will be a point of contact for anyone to discuss any issues with their role. Or we can arrange someone else you are happy with to offer support in case you are not comfortable discussing anything with us.

We try to make sure our freelancers don't work more hours than they are paid for. People are responsible themselves for keeping track of their own hours, and can raise any issues with the team if they are having difficulty completing tasks within their paid hours.

We share an office in the East End of Glasgow, which we are not currently using due to the COVID-19 crisis. It may become available during the contract period for people to work in. Otherwise, people will work from home and there will be regular team meetings online or in person as is possible.

Our existing volunteers and freelance team are made up of a variety of people all with lived experience of LGBTQIA+ issues. Some of us have other marginalised experiences and identities within that. We engage in ongoing work to address issues of exclusion within our organisation and at our events and welcome feedback and open discussions on this.

If you want any more information about the roles or SQIFF as an organisation before applying, please get in touch and we'll be happy to have a chat with you.

Detailed Role Description

Job title: Festival Producer

Contract details: Freelance, 375 hours (50 days), 5th July (or nearest possible date) to 29th October 2021

Distribution of hours: Flexible with busy periods around the programme deadline and launch date of 20th August to 3rd September, and the festival dates of 3rd to 10th October

Fee: £6750 (375 hours @ £18 per hour)

Reports to: Production Advisor and Financial Manager

Purpose of Role

The Festival Producer will manage overall delivery of the festival, the project budget, and our team of other festival freelancers. You will receive support and advice as needed from our Production Advisor and Financial Manager, who has managed the previous 6 editions of SQIFF.

Tasks and Responsibilities

- 1) Manage the team of other festival freelancers who will deliver different aspects of the festival, making sure they are completing tasks to deadline and within budget;
- 2) Manage the project budget with supervision and support as needed from the Production Advisor and Financial Manager;
- 3) Organise team and one-to-one meetings as needed with other festival freelancers, taking into account and booking any access support needed;
- 4) Organise workshops and consultancy sessions for the festival team, taking into account and booking any access support needed;
- 5) Liaise with our venue, the CCA, about festival logistics including venue layout and use of different spaces, access measures, event ticketing, CCA staff requirements, and COVID-19 safety measures;
- 6) Liaise with festival guests, for example, guest speakers and workshop facilitators, including booking accommodation and travel;
- 7) Design and deliver audience evaluation (getting feedback from audiences on their experience of the festival);
- 8) Be present during the festival to make sure events run smoothly and as a point of contact to support the team;
- 9) Allocate and keep track of petty cash during the festival;
- 10) Write project report for our funder Screen Scotland after the festival (with support as needed), making sure you have gathered all the necessary information for this.

Experience and skills required

- 1) Previous experience of producing a film or arts festival, which could be in a paid or voluntary role;
- 2) Experience of budget management, which could be in a paid or voluntary role;

- 3) Good general knowledge of different parts of organising a festival, including producing, programming, tech, volunteers, and marketing;
- 4) Experience of producing both in person events at venues and online events;
- 5) Good at keeping on top of tasks and deadlines;
- 6) Good communication skills, including taking into account different communication needs people might have;
- 7) Confident managing others to make sure tasks are completed and deadlines are met whilst being caring and patient;
- 8) Confident dealing with people in different contexts, for example, liaising with venues and other freelancers;
- 9) Ability to care for and prioritise the safety and wellbeing of other team members, audiences, and LGBTQIA+ communities;
- 10) Understanding and knowledge of barriers different communities experience in accessing arts events, especially barriers that LGBTQIA+ and Deaf and Disabled people and people in the asylum system face;
- 11) Overall strong commitment to inclusion and accessibility, including some knowledge and understanding of anti-racist approaches, disability justice, and trans inclusion;
- 12) Some level of knowledge of booking and implementing Deaf and Disabled access support;
- 13) Experience and knowledge of audience evaluation (e.g. designing audience feedback surveys);
- 14) Report writing skills.

How to Apply

Please send us an email to info@sqiff.org. Include in the email the role you're interested in and what you would like to bring to it. If you have an up-to-date CV, please attach that to the email. Or you can write a bit in the email about your previous experience. Or we're happy to get in touch and have a chat with you about your interests and why you'd like to work with SQIFF. Access support can be available for any discussions and meetings.

We are not going to do formal interviews for these roles. We will contact people we are interested in talking to further about the role they've applied for. We will try our best to reply to everyone who gets in touch but please bear in mind we are volunteers and so might not always be able to get back quickly.