

**Position:** Wildscreen Festival Content Producer  
**Location:** Hybrid working, central Bristol  
**Fee:** £7000-8000 Contract Fee, Dependent on experience  
**Contract:** Freelance, fixed-term contract. May 2022 - end of October 2022  
**Reports to:** Head of Events  
**Responsible for:** Content creation and delivery

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### The Role

We are looking for a dynamic, pro-active and experienced producer, to join our small and ambitious team to deliver the Wildscreen Festival 2022 -taking place from the 10-14 October 2022.. 2022 is a landmark year for our globally renowned Festival – it marks our 40<sup>th</sup> Anniversary and it will see us deliver our first ever hybrid edition!

Reporting to the Head of Events, the Wildscreen Festival Content Producer is a multi-faceted role incorporating elements of hybrid, in-person and online event content management. Working closely with the CEO, Head of Events and Festival Advisory Board Chair, you will produce all industry content for the 2022 hybrid Wildscreen Festival and help to create an engaging and world-leading wildlife film festival programme.

We are looking for someone who is passionate about delivering brilliant, thought-leading and impactful content, who is fearfully organised, motivated, confident, diplomatic and unflappable in communication with our diverse roster of global contributors of all levels within the wildlife film industry.

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### Main Duties and Responsibilities

- Working with the Wildscreen team and Festival Advisory Board to research, develop and produce the industry programme for the 2022 Wildscreen Festival Hybrid Edition.
- Liaising with Executive Producers, technical producer, session producers, sponsors, the assistant producer and Wildscreen team to ensure that participants of sufficient calibre are recruited, content is compelling and the creative vision for each session is realised.
- Management of the Assistant Producer
- Supervise the delivery of all pre-recorded content, rehearsals and live content during the Festival week.
- Where necessary, negotiate speaker fees and expenses to align with the budget
- Collate programme promotional and logistical information, sharing with the Technical Producer and Wildscreen team.
- Attend and actively take part in Festival Advisory Board meetings ( 6 weekly)
- Provide regular progress updates to the Wildscreen Head of Events and notify of any difficulties experienced, relevant to the Festival, at the earliest opportunity.
- Contribute to an evaluation of the Festival by providing Wildscreen with feedback on all aspects of the contract delivery.

**Person specification:**

The ideal candidate will be a highly motivated and collaborative producer who is passionate about creating amazing content relevant to a wide range of attendees and stakeholders. The events timeline is tight, with lots of things happening at once, so you need to be calm under pressure, organised, able to prioritise and a great communicator with various stakeholders! You'll relish the opportunity to make a genuinely meaningful contribution to the delivery of our flagship initiative and the global natural world storytelling genre.

**Essential skills and experience:**

- A good knowledge of the wildlife film industry and of the latest trends and technical innovations within it
- Experience as either a content, festival or TV producer
- Contacts within the international industry
- A creative flair to produce the most compelling content
- Experience of handling large amounts of information, using spreadsheets and google docs
- Strong communication skills, with the ability to communicate and build relationships with a wide range of internal and external contacts at all levels
- Excellent and accurate writing and proofreading skills

**The successful candidate will also have:**

- The ability to keep track of high volumes of information and correspondence and continually prioritise in a demanding and busy environment;
- High levels of self-motivation, with the ability to act on own initiative, but also to know when to seek advice;
- An enthusiastic and flexible approach to managing a busy workload, tight deadlines and problem-solving;
- Pride in accuracy and attention to detail;
- A passion for conservation and sustainability
- A collaborative mind-set and a collegiate nature: we work as a small dynamic team

**To apply**                      Contact: Sue Martineau Head of Events Wildscreen  
sue.martineau@wildscreen.org.uk

**Deadline:**                    31st March

We are committed to supporting and promoting equality and diversity to create an inclusive working environment and community.

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