

Position: Wildscreen Film Competition and Events Coordinator

Location: Hybrid working, central Bristol. Minimum 2 days in the office is required.

Salary: £22-24k per annum

Contract: 5 days per week. Fixed-term ending 30 November 2024.

A part-time role at 3 days per week, with a pro-rata salary, would be considered to fulfil the Film Competition Coordinator elements of the role only. This role would be required to be weighted towards the awards season, therefore around the film entry deadlines (March/April), judging periods (June) and Wildscreen Festival (October), 5 days per week would be required, with time back in lieu provided. Please specify your role preference on the application form.

THE ROLE

We are looking for a dynamic, fearsomely organised individual with a love of documentaries, ideally wildlife and environmental ones!

The Film Competition and Events Coordinator role is the engine behind our two internationally renowned film competitions – the Wildscreen Panda Awards and the Wildscreen Official Selection Programme.

The success of the film competitions depend on its processes being managed efficiently and accurately so we are looking for someone who loves being organised, is methodical by nature but is also able to communicate effectively with lots of different stakeholders. The awards timeline is tight, especially in late Spring/Summer, with lots of things happening at once, so you need to be calm under pressure. We are looking for someone who is passionate about documentary film and TV, who is fearsomely organised, motivated, confident, diplomatic, unflappable in communication with our hundreds of award entrants, programmers, judges, sponsors and stakeholders located all over the world.

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.

You'll share our mission to create a truly inclusive and representative natural world storytelling industry and believe in the power of visual storytelling to engage different audiences with the beauty and fragility of our natural world.

ABOUT WILDSCREEN

We are a conservation charity. Our mission is to connect people with nature through storytelling.

Wildscreen envisions a world where natural world storytelling is inclusive, accessible and impactful and where nature is protected and thriving. Wildscreen connects people with nature through storytelling. We democratise the creation of and access to nature's stories.

We achieve our mission through an ecosystem of interventions:

Wildscreen Festival: Our world-leading international festival, celebrating and advancing natural world storytelling, takes place biennially and is supported by year-round outreach events, partnerships and activities.

Wildscreen Network: Our dynamic membership network at the heart of the wildlife storytelling industry, nurtures talent, supports professional development, facilitates networking and the evolution of a truly inclusive global community of natural world storytellers.

Wildscreen Outreach: Our outreach work provides free and affordable access to natural world stories, content, knowledge and education in local communities, empowering a diverse, new generation of natural world storytellers and conservationists.

About Wildscreen Festival

Wildscreen Festival is the world's biggest gathering of natural world storytellers. Every other year since 1982, we have convened over 1,500 industry delegates from over 40 countries in Bristol, for a week of business, content and networking. Our delegates represent the entire global industry from the most exciting emerging talent to world-leading broadcasters and streaming platforms.

In 2022 we went hybrid and it was game-changing – our audience grew to 1,700 and the online nature of the event made it the most inclusive and accessible in the event's history.

About the Panda Awards and Official Selection Programme

The Wildscreen Festival is home to the Wildscreen Panda Awards, aka the 'Green Oscars', the most respected and coveted awards in the global wildlife and environmental storytelling genre. For 40+ years, the awards have recognised the human endeavour, commitment and unique skill that it takes to tell nature's stories. Nominees and winners are selected by the industry.

The Official Selection Programme was launched in 2020, supporting our charity's mission to drive a truly inclusive natural world storytelling genre. The Wildscreen Official Selection is a global launch pad where creative innovation is recognised, new, authentic voices are discovered and where there is equality in opportunity. Next year will mark the competitions third edition, so as well as expanding and diversifying entries even further, there is a real opportunity for the post-holder to develop and evolve the programme, to make it even more impactful and inclusive.

MAIN DUTIES AND RESPONSIBILITIES:

- **Film Competition Coordination (3 days per week)**
 - Being the first and regular point of contact for all film competition enquiries, entrants and nominees
 - Day to day monitoring and management of the awards entry platform (FilmFreeway) and competition inbox
 - Processing and checking all entries, ensuring all entry requirements, deliverables and supporting materials are received and to specification
 - Management of all entrant communications and notifications throughout the competition cycle
 - Collating, recording and reporting on a wide variety of data including entry data, programme, production, contacts and scheduling
 - Working with finance to support invoicing and payment tracking
 - Monitoring and reporting on elements of the Film Competition budget and competition KPIs to the Head of Events and CEO
 - Working with the comms and marketing team to launch and promote the Call for Entries for both competitions (targeting broadcasters, distributors, producers, production companies, festivals, independent filmmakers and partners)
 - Researching, identifying and approaching potential entrants from around the world

- Working with the comms and marketing team to prepare for public nominee and programme announcements
- Provide the Events Team with content and deliverables required for nominated and selected productions for inclusion within the Panda Awards and Official Selection Awards Ceremonies, being the main point of contact between the entrants and the Festival team
- Coordinating filmmaker invitations, RSVPs and guest list for awards ceremonies, Festival attendance and screenings
- Coordinate creation and fulfilment of competition certificates and trophies

Panda Awards:

- Overseeing the running of the film competitions nomination and final jury of the Panda Awards, including assembling juries, preparation of judging collateral, briefing of chairs and jury, facilitating remote jury meetings, record keeping of meetings and decisions;
- Work with the Outreach Manager to assist in the delivery of the Photo Story Panda Award photography exhibition

Official Selection Programme:

- Champion inclusion and diversity, and audience development and engagement in relation to the Official Selection Programme
- Manage the pre-selection process, including the recruitment of a global team of industry experts, preparing all judging materials, briefing of chairs and jury, facilitating remote jury meetings, record keeping of meetings and decisions;
- Research, recruit and facilitate a team of film programmers, representing a diverse, inclusive, and global storytelling community
- Manage the Programmer competition process, including the preparation of programming materials

- **Events Coordination (2 days per week):**

- Working with the Head of Events and Events Assistant (starting April 2024) to support the planning and delivery of the Wildscreen Festival 2024, including event administration, logistics and ticketing
- Collating and recording a wide variety of data including programme, production, contacts and scheduling
- Coordination and minuting of Festival meetings
- Assisting in the delivery of film screenings at the Festival

- **Providing ad-hoc assistance for Wildscreen's other events and activities as and when required.**

The role will require occasional evening and weekend work especially around entry deadlines, judging periods and around the time of the Festival itself for which time off in lieu may be granted. Annual leave (other than the occasional day) will not be granted in the two months prior to the Festival or immediately adjacent to entry deadlines and judging periods (early Summer).

Option for part-time at 3 days per week, with a pro-rata salary, would be considered to fulfil the Film Competition Coordinator elements of the role only. Please specify preference on the application form.

SKILLS AND EXPERIENCE

Must haves:

- At least two years' experience of office-based employment
- Experience and knowledge of the factual documentary industry
- Confident hosting Zoom meetings
- Strong knowledge of Microsoft Office programmes particularly Excel, Google Docs, Dropbox, Zoom
- Strong numeracy skills and experience of handling large amounts of information and using databases and/or Excel to record and report information and statistics
- The ability to keep track of high volumes of information and correspondence and continually prioritise in a demanding and busy environment
- An enthusiastic and flexible approach to managing a busy workload, tight deadlines and problem-solving
- Excellent and accurate writing and proofreading skills
- Excellent personal, written and verbal communication skills, including the ability to communicate and build relationships with a wide range of internal and external contacts at all levels

Nice to have:

- At least one years' experience of working in film awards / competitions
- Previous experience of using FilmFreeway for film competition management
- Awareness of industry issues including diversity and inclusion, accessibility and sustainability
- Event management experience

DIVERSITY AND INCLUSION

Wildscreen is an equal opportunities employer and welcomes applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation, gender reassignment, marriage or civil partnership, pregnancy or maternity.

If you would like any additional support or alternative arrangements during our application process which would make you more comfortable, please do get in touch at jobs@wildscreen.org.

HOW TO APPLY

Please complete the [online application form here](#). This includes a couple of questions to outline your suitability for the role and reasons for applying. You will also be required to upload a CV. Please do not include identifiable details such as your name, email or home address on your CV as applications will be reviewed anonymously.

If you would like to be considered for a part-time role at 3 days per week, covering the Film Competition Coordinator elements of the role only, please indicate this on the application form.

If you have any questions, please contact: jobs@wildscreen.org

Deadline for applications: 27 November 2023 at 23:59 GMT

Interviews to be held: week commencing 4th December 2023

No agencies, please
