

Position: Wildscreen Festival Runner

Location: Hybrid working, central Bristol. Minimum 3 days in the office is required. Must be onsite for Festival set-up and live event days from 12th to 18th October, inclusive.

Contract: Freelance contract. Fixed-term. Full-time, 37.5 hours per day, 5 days per week. Ending 18 October 2024.

Start date: 3rd September 2024

Rate: £90 per day (Real Living Wage).

THE ROLE

We are looking for a dynamic, fearfully organised individual with a love of getting stuck in to a fast-paced environment. Beneficial for anyone who's interested in beginning their career in television production or live event management!

The Festival Runner role is a supporting role to the content and festival team in the delivery of the Wildscreen Festival 2024 programme. The programme is made up of around 60 headliners, sessions, masterclasses etc. and over 150 speakers across the week. Your support will be paramount in the smooth-running of the world's biggest gathering of natural world storytellers.

The nature of this event is an ever evolving and changeable environment so we are looking for someone who loves being organised with a keen eye for detail, is methodical by nature, able to communicate well and be adaptable and measured under pressure.

You'll relish the opportunity to make a genuinely meaningful contribution to the delivery of our growing festival, upholding the charity's mission to promote, democratise and diversify the global natural world storytelling industry.

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.

Wildscreen ARK: Wildscreen ARK is an online nature education hub for young people, built to inspire curiosity about the natural world and empower them to protect it. Wildscreen ARK endeavours to; make engaging educational nature content available to young people for free; Support educators by offering trusted resources so they can teach about natural history and the environment with confidence; Build routes into the filmmaking, media and conservation industries for young people, particularly those with different life experiences; Continue the legacy of ARKive, the world's leading audio-visual encyclopaedia of life on Earth.

About Wildscreen Festival

Wildscreen Festival is the world's biggest gathering of natural world storytellers. Every other year since 1982, we have convened over 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.

MAIN DUTIES AND RESPONSIBILITIES:

- **In the lead-up to the Festival:**
 - Working closely with the Content Team (Festival Producer and CEO) to support the planning and delivery of the Wildscreen Festival 2024 programme including but not limited to:
 - Communicating with speakers to obtain signed contracts, and speaker forms
 - Chasing & filing panel assets such as clips, presentations, images, sponsorship deliverables etc.
 - Filing headshots / speaker forms / information for programme updates
 - Programme updating, internally and externally, working with the Communications Assistant
 - Session call sheet creation and management
 - Holding slide creation and editing
 - Creating running orders of each day for the WS team and technical teams
 - Helping with speaker travel and expenses and pass allocation, working closely with the Festival Assistants

- **At the Festival:**
 - Supporting the producers of each event space spanning technical, logistics, pastoral
 - Overseeing and briefing of production volunteers
 - Speaker and guest liaison including tech checks and green room management
 - Supporting with stage set-up and Q&A logistics
 - Supporting with last minute administrative updates, including reviewing holding slides for the next days, making sure all assets are catalogued correctly.
 - Liaison with the technical production team to ensure updates are logged and amended
 - Liaison with Marketing and Communications team to ensure last minute programme updates are published

- **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 during the Festival period. Leave (other than the occasional day) will not be granted in during the contract. **The main Festival programme runs from 9am – 6pm, but during the event itself there will be early starts and late finishes to prepare for the content the following day.**

SKILLS AND EXPERIENCE

Must have:

- Some experience of office-based employment, or live events / runner experience
- Strong knowledge of Microsoft Office programmes particularly Excel, Google Docs, Dropbox, Zoom
- 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
- Excellent team-working skills

Nice to have:

- At least one years' experience in an administrative role
- Knowledge of Canva
- Awareness of industry issues including diversity and inclusion, accessibility and sustainability
- Event assistant or Runner experience (voluntary or otherwise)
- Hospitality or retail 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 for this role with Wildscreen. 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 have any questions, please contact: jobs@wildscreen.org

Deadline for applications: Mon 5th August, 11:59PM BST

Interviews to be held: Tuesday 13th August

No agencies, please
