



Position: Wildscreen Festival Botswana Assistant

Location: Maun, Botswana, Hybrid role possible. Requirement to be able to attend venue and supplier meetings in Maun in lead up to event and be based there for the 9-16th June for the event.

Rate: 10,000 BWP per month

Contract: Full Time (38 hours a week), 5 days per week, Fixed term contract, starting 21 April, ending 30 June 2025. Contracted via Botswana Ignite.

THE ROLE

Wildscreen are looking for a dynamic, pro-active and energetic individual, to join their small and ambitious team. You will be passionate about delivering brilliant, inclusive and impactful events and believe in the power of visual storytelling to engage different audiences with the beauty and fragility of our natural world.

This role is to support Wildscreen and its partner Botswana Ignite in the development and delivery of Wildscreen Festival Botswana, taking place in Maun between 12-13th June 2025. You will be the on-the-ground contact for the event, with the role covering elements of general administration support, event logistics and operations and local marketing and communications,

About Wildscreen Festival Botswana

For the past 2 years, Wildscreen has been collaborating with African storytellers, BBC Studios Natural History Unit and leading global wildlife film production companies, to deliver 2-day festivals in Kenya (2023) and Tanzania (2024) as part of our goal to build a more equitable international wildlife storytelling genre. We want to democratise the creation of and access to nature's stories.

The events aim to:

- **Celebrate** and platform the role of a focal Africa country and the wider continent within the international wildlife film industry
- **Elevate** African storytellers within the global wildlife storytelling industry, increasing representation within creative and editorial roles and supporting cross-country collaborations
- **Support** the pipeline of Indigenous Africa storytelling talent, providing training and mentorship, networking and access to international and national decision makers, pitching and film funding opportunities. We aim to demystify the business of wildlife film and provide training to increase job opportunities and expand career pathways in-country.
- **Capacity-build** and support the growing creative industry infrastructure within the focal country and the wider African continent

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.

About Wildscreen

Wildscreen is a conservation charity with a global impact. We connect creatives within the wildlife film, television and photography industry with conservationists to raise awareness about the environmental crisis and inspire positive change.

We envision a world where natural world storytelling is inclusive, accessible and impactful and where nature is protected and thriving.

Our mission is to connect people with nature through storytelling. We democratise the creation of and access to nature's stories, by:

- Supporting and celebrating the natural world storytelling industry;
- Connecting creativity with conservation by convening storytellers and conservationists
- Nurturing a global community and next generation of storytellers
- Raising awareness of conservation through educating and connecting local communities with the natural world through stories.

About Botswana Ignite

An ambitious and exciting opportunity for the film and television community that is working to change the face of the creative industry of Botswana. They achieve this through a number of programmes including;

- The TV Academy, providing comprehensive production training in scripted and unscripted entertainment, coupled with hands-on experience within active international productions.
- The Wildlife Film School providing Botswana students with a world-class 25-day training programme, equipping them to research, script, film and edit wildlife documentaries – either their own or as part of a career path.

MAIN DUTIES AND RESPONSIBILITIES

In the lead-up to the Festival:

- Working with the Wildscreen team to support event administration, logistics, venue management and liaison and ticketing;
- Providing administrative assistance to the Botswana Ignite team;
- Sourcing, negotiation with and coordination of local suppliers such as print materials and event production;
- Liaising with attendees, speakers and partners regarding travel, accommodation and hospitality;
- Collating and recording a wide variety of data including event programmes, contacts and scheduling;
- Assisting in the management, collation, recording, analysis and reporting of Festival statistics and feedback for post-event evaluation;
- Supporting volunteer recruitment and management;
- Assisting in the creation of email, website and social content including the drafting of engaging and relevant copy;
- Assisting with the planning, designing, publishing and scheduling of engaging event marketing and communications content focussed on local and national press and partners;
- Researching and engaging new audience bases within Botswana and the wider African continent;

- Providing administrative support and generally supporting a busy team.

At the Festival:

- On-site delegate, speaker, partner and sponsor experience including registration;
- On-the-ground liaison with the venue, suppliers, catering and technical to ensure the smooth set-up and running of the event and delivery of a smooth and high-quality event;
- Overseeing and briefing of event operations volunteers;
- Coordination of event signage such as sponsor banners.

SKILLS AND EXPERIENCE

Must have:

- Some experience of office-based employment, or live events experience;
- Graduated/enrolled in a course in Events, Communications or related studies;
- Demonstrated events experience;
- An interest in marketing, social media and digital content;
- Strong computer literacy with good working knowledge of Microsoft Office
- Excellent communication and people 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;
- Good organisational, lateral skills and attention to detail;
- A good team player, who can take direction but also work well independently using own initiative.

Nice to have

- An interest in marketing, social media and digital content;
- Knowledge of Asana, Canva and Dropbox;
- Copywriting experience;
- Social media skills such as content creation and scheduling;
- Data management and analysis;
- Experience of working with government departments and processes.

The role will require occasional travel to Maun in the lead up to the event to provide on-the-ground communication and coordination with the venue and event suppliers. Travel and accommodation for site visits to Maun and for the event itself will be covered, if required. The role will also 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.

APPLICATION CRITERIA

This opportunity is open to indigenous Batswana aged over 18 years. We especially encourage applications from those underrepresented within the conservation and wildlife filmmaking sectors, including anyone who identifies as neurodiverse and those living with a long-term disability.

HOW TO APPLY

Please complete the online application form via <https://www.tfaforms.com/5167499>

This includes a couple of questions to outline your suitability for the role and your reasons for applying. You will also be required to provide a copy of your CV.

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.

For further information: georgia.torres@wildscreen.org.uk

Closing date: 12pm CAT, Tuesday 25th March 2025

Interviews to be held: Week commencing 7th April 2025

Start date: Week commencing 21st April