



Job Description Events Manger Wild Film Festival 2017

Part Time – 2/3 days week, July 2016 – April 2017

Salary / Fee - £10,000

The Wild Film Festival will take place from 24th to 26th March 2017 in Dumfries. It will be a weekend of celebration of the natural world through film, inspirational speakers and workshops. To the best of our knowledge this will be a unique event being the only Wild Film Festival taking place in the UK. The event will be one of Dumfries and Galloways major events for 2017, achieving regional and ideally national significance.

The Wild Film Festival 2017 is funded by LEADER, Holywood Trust, Dumfries and Galloway Council (Major Events Fund and Gracefield Arts Centre) and EON (Robin Rigg Windfarm).

The project is managed by the Southern Uplands Partnership in association with D&G Council Countryside Service, Robert Burn Centre Film Theatre, Gracefield Arts Centre, WWT Caerlaverock, NTS Threave, RSPB Dumfries and Galloway.

The Event Manager will be the lead for successful delivery of the festival supported by a small team of interns who they will mentor in the skills of project and event management.

Working in partnership with local youth film clubs you will engage young people from across the D&G region in opportunities to develop wildlife film presenting and shooting skills whilst also developing an understanding of our regions natural heritage. This work will culminate in a youth film awards that will take place at the Festival.

Provisional office space for the delivery team has been offered at The Stove Dumfries.

Key responsibilities will include:

- Leading and delivering the Wild Film Event by identifying and procuring key films, speakers, film makers to be involved in the event.
- Organising ticketing and support services
- Working with local partners to involve the creative industries, wildlife managers and accommodation providers in the event.
- Ensuring the successful delivery of the Youth Film Awards and training workshops
- Produce a marketing strategy with key messages both in print, online and on social media
- Mentoring a team of three interns in the skills required to be an event manager





- Delivery of the event on time and to budget
- Nurturing and developing key stakeholder relationships (both external and internal)
- Leading and co-ordinating the strategic planning and tactical delivery of the events
- Leading on the Festival evaluation

Budget

Items	Total Cost
Youth Film workshops Three community groups leading delivery @ £1000 community group	£3000
Professional Film Maker involvement Running minimum of one workshop with each of the three community groups	£2000
Film Hire 3 x major films (@£750 each), 9 x shorter films (@£500 each) - local films acquired free of charge	£6750
Venues and Equipment Venue hire + additional equipment costs	£3900
Speakers 2 x headline celebrity speakers	£7000
Events Officer (p/t for 9 months) Freelance events officer working 2/3 days week	£10000
Marketing PR Marketing consultant £400/day x 15	£6000
Marketing media Program/flyers/advertising	£7000
Office and IT costs Base for interns access to computers / phone etc	£1500
Travel and expenses Mileage @£0.45/mile	£1500
Website Wild Film Festival dedicated website	£2000
Photographic Exhibition Cost of securing, transporting and hanging photographic exhibition	£2000
SUP Project management	£4999.99
	£57,649.99



Application

Application is by letter with an accompanying CV outlining relevant skills and experience in event management to;

Ed Forrest ed@sup.org.uk

Closing Date for Applications 12 Noon 29th July 2016

Interviews week commencing 1st August 2016

Person Specification

Excels at working both independently and as part of a team

Must be a team player and excellent communicator

Excellent project management skills and multi-tasker

Enjoys working under pressure

Excellent customer facing communication skills

Flexibility and commitment to achieving a high quality outcome

Experience

Event management preferably in the Arts field

Working with funders and public funding

Knowledge of D&G would be an advantage

Event marketing at a regional/national scale

Partnership working