

# FESTIVAL ASSISTANT ROLE DESCRIPTION

Take One Action are seeking a natural born organiser to support our team in delivering our 2019 Festival programme.

## ROLE

You will assist the Executive Director and Festivals Officer in the smooth running of all **Festival operations**, providing essential administrative and logistical support for all aspects of events delivery, ticketing, venue liaison and guest hosting.

<b>Job title:</b>	Festival Assistant
<b>Reporting to:</b>	Festivals & Networks Development Officer
<b>Based at:</b>	Out of the Blue Drill Hall, 32-36 Dalmeny Street, Edinburgh EH6 8RG
<b>Work pattern:</b>	Full time 2.5 month contract
<b>Work dates:</b>	Thursday 1 <sup>st</sup> August to Friday 11 <sup>th</sup> October (inclusive of statutory holiday entitlement)
<b>Salary:</b>	£1458 per month (equivalent to £17,500 per annum)

## RESPONSIBILITIES

Your responsibilities will be varied and will include but not be limited to:

- Supporting the Executive Producer and Festivals Officer with the scheduling, logistics and delivery of festival screenings and events (coordinating the support/input of partners, volunteers, filmmakers, venues, facilitators, etc.).
- Coordinating the shipping of all feature and short film files across all festival venues (incl. regional festivals).
- Coordinating travel and accommodation arrangements for filmmakers and other guests; guest liaison support during the festival.
- Coordinating requests for comp tickets & collection systems with all venues.
- Coordinating festival volunteers' shifts and resources (T-shirts, materials, surveys etc.).
- General events production support, incl. logistics, ticketing and equipment and audience feedback materials.
- Acting as Event Lead for specific festival screenings and events (acting as main contact for venue, overseeing box office, ticketing and volunteers, welcoming guests...).
- Administering festival volunteers' expenses.
- Assisting with compiling audience evaluation and feedback.
- Any other duties commensurate with the scope and status of this role.
- Deliver all work in a manner that reflects Take One Action's values and principles.

## KEY SKILLS AND EXPERIENCE

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### ESSENTIAL

- Previous office or organisational experience in an events/festivals context
- Volunteer coordination
- Excellent writing style and communication skills
- Good general computing skills (incl. Word & Excel)
- Excellent time management, administrative and organisational skills
- Previous front-of-house or customer-facing experience
- Ability to juggle competing priorities
- Ability to act as a powerful ambassador for the organisation
- Confidence in contacting festival partners and supporters by phone and email

### DESIRABLE

- A passion for social change
- Local knowledge of Glasgow and Edinburgh
- A clean driving license would be an advantage

## ELIGIBILITY

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Take One Action are committed to equality of opportunity for all staff, volunteers and freelancers. Applications are encouraged from all candidates, regardless of age, caring responsibilities, disability, gender, gender identity, marriage or civil partnership, pregnancy and maternity, race, religion or belief and sexual orientation. As an inclusive employer, we value difference and recruit by merit, based on fair and open competition. We welcome candidates from different backgrounds and sectors. We are committed to supporting applications from D/deaf and disabled people and will work to support any access requirements. If you require any access support if selected for interview, please inform us.

Please note that our current office is not wheelchair accessible. However, suitable measures can be put in place within the building where we operate.

While this post offers opportunities for skills development, please ensure you bring the desired level of experience and understanding to the role, as described above.

You will be asked to evidence your eligibility to work in the UK.

## APPLICATION PROCEDURE

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Please provide a **CV** and a **cover letter**, summarising your interest in the role and outlining how your qualities, skills and experience meet the requirements of the role.

Please email your CV and cover letter to [recruitment@takeoneaction.org.uk](mailto:recruitment@takeoneaction.org.uk)

References will be requested.

Deadline for applications: **12pm on Thursday 6 June**

Interviews (in person or remotely): **Thursday, 19 June**

## FESTIVAL OVERVIEW

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**“Take One Action’s focus on empowering people to engage with issues of global concern through great cinema is unique in the UK. This work is really, really important.”** Ken Loach and Paul Laverty, Patrons

**“Want to change the world but not sure where to start? These guys will rouse you into action.”** The Guardian

Take One Action nurture communal exploration of the stories, ideas and questions at the heart of positive social change. Through film screenings, conversation and enquiry, TOA brings people together to foster a fairer, more sustainable and more fulfilling world, starting from Scotland – and rippling out beyond its borders.

Established in 2008, TOA deliver the UK’s leading global change film festival alongside year-round impact and empowerment-focused screenings, training and networking opportunities. Since our creation, our inclusive, participatory activities have engaged over 62,000 people, bringing together local communities, filmmakers, campaigners, politicians, businesses and academics to explore and celebrate the people and the films that are changing the world.

For a brief overview of our organisation, see [www.takeoneaction.org.uk/about](http://www.takeoneaction.org.uk/about)

To familiarise yourself with our values [www.takeoneaction.org.uk/our-values](http://www.takeoneaction.org.uk/our-values)