

TAKE ONE ACTION FILM FESTIVALS

Role description: Director

Take One Action is recruiting a **collaborative and values-driven individual** to take on responsibility for the **creative direction, social impact, and strategic and financial development** of the organisation.

With funding secured until 2025, the post holder will be joining a small but experienced and passionate team (details below) at a pivotal time to **develop TOA's audiences and networks**, and bring **dynamic strategic ideas** and **creative vision** whilst placing **access, care** and **collaboration** at the forefront of TOA's activities and working practices. With support from the staff team, the post holder will also play a crucial role in securing **financial sustainability** for the organisation's continued activities beyond 2025.

Job title: Director

Reporting to: Co-Chairs* and the Board of Trustees

Term: 0.8 FTE (typically 4 days a week, open to discussion with regards to a fluctuating or fixed work pattern). Contracted until August 2025 - subject to 6-month probationary period. Occasional evening / weekend work will be required.

Salary: £33,000 - £37,000 pro rata per annum, dependent on skills and experience

Leave: 29 days pro rata, including public holidays

Location: Edinburgh/Hybrid

TOA is currently recruiting for a Co-Chair to join the Board of Trustees, marking the start of a new co-leadership model for the board that we hope to replicate within the organisation's staff structure (i.e. Co-Directors). **Co-Directors are welcome to apply for this position - please see the Equal Opportunities section at the end of this document for more information.*



L-R: Radical Mycology workshop with Rhyze Mushrooms to complement TOAFF22 Edinburgh Screening of 'The Mushroom Speaks'; TOAFF22 screening at Glasgow Film Theatre.

CONTEXT: Take One Action

Founded in 2008, Take One Action has established itself as a key player at the intersection of Scotland's film exhibition and social change networks, providing year-round opportunities (including an annual festival) for audiences, artists and changemakers to explore and transform contemporary society through international cinema.

TOA's work has, since its inception, celebrated and nurtured the transformational value of shared cinematic experiences. Our approach - which fosters cross-pollination of energies and purpose through partnerships with a wide range of grassroots, local, national and international organisations in the NGO, educational, community and cultural sectors - is designed to resource and empower individuals and communities to inspire connection, collaboration and relationship-building. Our work is independent, values-driven, widely recognised for its artistic and social merits, and delivered through partnerships with a range of charities, grassroots groups and NGOs who support local creativity, opportunity and action.



L-R: Film Clubs screening and meal in Victoria Gardens (Dundee); Audience members during post-screening performance at GFT, TOAFF22.

CONTEXT: Vision - 2023-25

Take One Action nurtures communal exploration of the stories, ideas and questions at the heart of positive social change. Through film screenings, conversation and enquiry, we bring people together to inspire a fairer, more sustainable and more fulfilling world, in Scotland and beyond our borders.

Since 2020, TOA has embarked on a shift towards a **decentralised structure**, prioritising **collaborative programming approaches** where the voices and creative practices of under-represented, marginalised or otherwise silenced communities take centre stage. The post holder will be responsible for continuing this shift, with their programming responsibilities encompassing their own hands-on curation of films/events, combined with oversight of curatorial collaborations; recruitment of new/guest programmers; and facilitating more community-based events - in line with the more horizontal, decentralised structure we have started building over recent years.

Since 2021, we have reduced the scale of our annual festival to refocus our capacity and resources towards year-round, Scotland-wide programming opportunities. The post holder will be joining the organisation as we begin to deliver our main programmes of activity for 2023-24, offering an opportunity to support events delivery whilst experiencing our current working practices with a view to refreshing and enriching our ways of working to firmly embed **fair work, access** and **creativity** at the core of the organisation, whilst continuing to break down financial, social and geographical barriers for our audiences and broaden our reach.

This year, our thematic focus will be 'renewal' - of art, material, environment, society - and internally within our own organisation. Activities will encompass:

- A **four-day festival** featuring inspiring global cinema complemented with a range of "beyond the screen" elements, including food sharing, multi-arts performances and workshops.
- A **regional tour** of an experimental documentary that offers a powerful tribute to rural/island living and environmental justice (in partnership with Regional Screen Scotland)
- **Ecological filmmaking workshops for young people** (~18-25 y-o)
- **Year-round events and workshops** in collaboration with grassroots and community groups across Scotland; including the launch an editorial initiative platforming writing at the intersection of film and social justice by writers from under-represented backgrounds
- The continued development of **Film Clubs**, our community-run social justice film initiative, broadening access to cinema we champion across Scotland with EDI at the fore.

In 2024 and beyond, the new Director, supported by the staff team, would be expected to deliver ~four 3-day festivals in key Scottish cities; ~15-20 year-round events across the country; and 1-2 educational/training programmes (e.g. writing/filmmaking workshops) per year.

CONTEXT: Staff team

Daisy Crooke - Events and Communities Officer (0.5FTE)

- Responsible for:
 - Organisational management and administration (incl. finance/bookkeeping)
 - Event production
 - Networks development
 - Film Clubs management and liaison

Daisy is an events producer and community builder who joined the TOA team in 2019 after volunteering with the organisation in 2014. Prior to her role at TOA, Daisy obtained a master's degree in Arts & Society at Utrecht University before working at a variety of arts initiatives in the UK, Germany and the Netherlands (incl. setting up and coordinating a free, sustainable film festival in Amsterdam in October 2018). Daisy also works at The Edinburgh Tool Library managing community engagement and volunteering.

Xuanlin Tham - Curation and Communications (0.6FTE)

- Responsible for:
 - Marketing, communications and social media
 - Programme research and selection
 - Event facilitation

Xuanlin is a film programmer and journalist whose writing has been published in GQ, i-D, The Skinny, Little White Lies, W Magazine, and AnOther Magazine, among others. They were a finalist for Professional Publishers' Association Scotland's 2022 Young Journalist of the Year. As a programmer, Xuanlin worked on Take One Action's 15th edition, a multifaceted exploration of 'land' – as material, as power, and as terrain for violence and resistance. They were one of three curators selected to programme a season at Edinburgh International Film Festival in response to the 75th anniversary of the Women's Film Event. Xuanlin has facilitated film events with Glasgow Film Festival, Book Fringe, TAPE Collective, and Reclaim the Frame.

Volunteers

Our work relies on the connections we nurture - with audiences, with partner organisations, and with the wider exhibition sector. Volunteers are vital for these connections: they provide practical support for our events; welcome audiences; bring fresh ideas and connections to our programming, and help us to trial, develop and deliver a wider range of outreach and engagement activities. In line with our commitment to Fair Work principles, we continue to ensure our volunteer programme is mutually beneficial and that volunteers are not undertaking roles that should be employed. Ensuring that volunteers are truly supported and valued (through a volunteer programme that is inclusive, accessible, engaging and

rewarding) is crucial to honouring our commitment to centering care and accountability in everything we undertake.

Take One Action has a board of 8 voluntary trustees with a range of expertise to support TOA with press/PR, digital communications, law, fundraising, and cultural networks development. Biographies for the Board of Trustees can be found here:

www.takeoneaction.org.uk/about/people/

ROLE DESCRIPTION

Overview

- Lead the nurturing and development of TOA's audiences and implement strategies to enhance audience engagement;
- Provide leadership in the enrichment and refocus of Take One Action's vision, mission, and values;
- Oversee programming and curation in line with our increasingly collaborative and decentralised approach;
- Manage the development of the corresponding strategies, budgets and income generation;
- Provide collaborative and values-driven direction to the organisation and wider sector;

Key responsibilities and accountability

The post holder's duties will include, but are not limited to:

1. **Strategy, Leadership and HR**

- Providing strategic oversight for the viable, sustainable development of the organisation (incl. vision, mission, values and goals, and the corresponding strategies, budgets and income generation);
- Developing the necessary networks to keep abreast of emerging issues of significance to Take One Action's mission, operations and sustainable development;
- Developing core operations through strategic pilot projects and corresponding new sources of funding;
- Leading on overall organisational strategy and development, with input from the Board of Trustees;
- Reporting to the Board of Trustees and supporting successful governance of the organisation;
- Overseeing development of and review organisational policies in line with organisational vision;
- Recruitment and management of all staff and contractors, ensuring fair work is firmly embedded in the organisation;
- Overseeing all personnel documentation and contracts;
- Updating and implementing HR policies, with direct input and oversight from Trustees;
- Keeping abreast of HR, GDPR and Health and Safety legislation and best practice.

2. **Programming and Creative Vision**

- Carrying out programming research and selection for annual festival programme as well as year-round activities - in line with our commitment to representation of diverse lived experiences on and off screen;
- Curating creative 'beyond the screen' activities including not only post-screening discussions, but also e.g. workshops, spoken word, music, multi-arts performances...;

- Providing support for a mix of programme collaborators (including new/guest programmers), in line with our shift towards a decentralised programming approach, outlined above;
- Maintaining/developing creative and social impact standards of the film programme in line with the values and principles of TOA;
- Ensuring that TOA's programming reflects the organisation's commitment to audience development and removing barriers to access and engagement.

3. External relations and stakeholder management

- Acting as a dynamic ambassador and spokesperson for Take One Action;
- Developing and nurturing partnerships and collaborative creative projects;
- Overseeing relationships with core and new strategic partners/funders;
- Developing enhanced audience engagement and impact strategy, informed by stakeholders' vision and priorities;
- Driving new strategies to engage children and young people in learning / education about issues of global concern through film, including e.g. through programming partnerships with schools and educational organisations;
- Strengthening the regional and national reach of the organisation.

4. Financial management

- Overseeing the development of Take One Action's fundraising strategy and its implementation;
- Overseeing annual planning and budgeting cycle and communicating these to the Board of Trustees;
- Ensuring the development of operational plans, performance measurements, management controls, and critical success factors;
- Overseeing financial management procedures and processes (with support from Events & Communities Officer and in consultation with the Board Treasurer);
- Overseeing the financial administration of the organisation, maintaining healthy cash flow and reserves at all times;
- Prepare annual accounts (with support from Events & Communities Officer and in consultation with the Board Treasurer).

General requirements for all posts:

- Adhere to Take One Action's policies and procedures, e.g. EDI, Environmental, Safer Spaces;
- Nurture and develop personal skills and knowledge through appropriate training;
- 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.

PERSON SPECIFICATION

This is a dynamic role, requiring broad and varied skill-sets. We encourage applications from people who are underrepresented in the film exhibition sector, and don't want these applicants to be dissuaded from applying if certain criteria are not met. In this case, we encourage you to apply, and we would welcome a conversation around specific training in any areas that the successful candidate might require development in.

Essential:

- Understanding of the film exhibition sectors and social justice landscapes in Scotland, including:
 - Up-to-date understanding of film curation trends and curatorial ethics
 - Understanding of, and connections with, social and environmental justice / changemaking movements in Scotland
 - An excitement for the areas where these intersect;
- A commitment to championing EDI and accessibility, and enthusiasm for - and strong understanding of - audience engagement and development;
- Excellent communication, negotiation and interpersonal skills;
 - Including practical understanding of marketing and communications strategies
- Significant (3+ years) project management experience, working with multiple stakeholders;
- Strong track record of leading on successful funding applications, taking them from conception to reporting;
- Significant (3+ years) experience of securing and developing partnerships;
- Experience of mentoring and supporting staff (in line with Fair Work dimensions);
- Ability to work collaboratively and effectively as part of a small team;
- Excellent communication skills;
- Experience of successfully managing £100k+, multi-stakeholders budgets and overseeing the financial management of an organisation (or large project);
- Proven ability to find creative solutions to problems;
- Experience of audience development strategy and execution.

Desirable:

- Experience of leading an arts organisation;
- Fundraising experience;
- Experience of overseeing the planning and delivery of complex projects;
- Experience of successfully managing a relationship with, and reporting to, a Board of Trustees.

HOW TO APPLY:

Please send a CV (max. 3 pages), together with a cover letter (max. 1000 words) to info@takeoneaction.org.uk outlining:

1. what you believe makes you well-suited to this position, and
2. your motivations for applying.

Application deadline: 5pm, Wednesday 8 November

Interviews: Week commencing 13 November (either online or at our Edinburgh office)

We are eager to break down barriers in our recruitment processes, so if you would like any more information about the application process, if you require this information in a different format, or would prefer to submit your application in a different format (e.g. video), please contact Daisy Crooke (Events & Communities Officer) at daisy@takeoneaction.org.uk.

To discuss the role in advance of putting in an application, please contact Lindsay Dunbar (Chair of the Board of Trustees) at info@takeoneaction.org.uk.

Upon a conditional offer of appointment being made, all employees will be required to provide:

- Proof of identity (photo ID)
- Two employer referees
- Evidence of eligibility to work in the UK

EQUAL OPPORTUNITIES

Take One Action is 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 strongly encourage applications from people from underrepresented groups (e.g. global majority, those with a disability, from a lower socio-economic background and/or those identifying as LGBTQI+) and will guarantee an interview if they meet the criteria for the role.

Please note that our current office is not wheelchair accessible, however we are committed to offering office space that meets the successful candidate's needs.

We are eager for this position to develop into a co-leadership position in the years ahead, and we would also welcome applications for a co-leadership position at this stage if two candidates would like to share responsibilities for this senior role. If you wish to apply for this role as a co-leadership, it's recommended that you:

- find a co-director before applying;
- agree in advance how you will share the role, e.g. how you'll split the responsibilities and working hours, and how the communication/handover process might work;
- include in your application a co-written section highlighting how your respective skillsets, networks and experience complement one another.

If applying as Co-Directors, please complete separate applications, and make it clear that you are applying as co-leaders. If it's not possible to find a co-leader before applying, please contact us to see if there is any flexibility around applying for a post to suit your needs.