

## FILM TOWN COORDINATOR

Alchemy Film & Arts



### Alchemy Film & Arts

Established in 2010, Alchemy's core ambitions are to celebrate the most creative, innovative and thought-provoking experimental film and moving image; to reach and engage with both national and international filmmakers and bring their work to the attention of the widest possible audience; and to work for the benefit of unique communities in the Scottish Borders.

We engage in developmental projects for film and moving image in Scotland, including our annual film festival, community filmmaking initiatives, artists' filmmaking residencies, a year-round exhibitions programme, filmmaking symposia, film commissioning and touring programmes.

Our approach is distinctive in its dedication to experimentation, with an attitude that artistic opportunity is for everyone, rather than the privileged few.

### Hawick

We are based in Hawick, a town with a population of 14,000 in the Scottish Borders. We are dedicated to a balance between showcasing and developing artistic talent of the highest quality, and engaging our local communities in unique and creative ways.

Hawick's overall economy has weakened at a rate quicker than any other Borders town in recent years. With the loss of significant core industries, Hawick's population has been steadily decreasing, with a record low in the last few years contributing to significant economic and social decline in the area. Alchemy acknowledges the need to reinforce the creative and cultural identity of Hawick and the Scottish Borders and encourage pride of place in a location that has been significantly hit with deprivation linked to celebrated, yet dying, industries.

Hawick has a strong culture of cinema and filmmaking: it was recently dubbed by local press as *The Film Town*. Alchemy recognises a unique opportunity in this alternative identity and its potential as a vehicle for regeneration and confidence-building in the town.

### Film Town Coordinator

The Film Town Coordinator will work with the Creative Director and Programme Manager of Alchemy Film & Arts to deliver *Film Town*, a community oriented creative learning programme. This will involve the long-term programming and facilitation of community filmmaking workshops with local partners, the creation of a community hub named Common Room, and the development of evaluation and participation strategies within the programme.

### Specific Responsibilities

- Overseeing the running of the Common Room and developing it as a socially interactive space
- Managing partnerships and relationships with participants and organisations (such as Burnfoot Community Hub, Wilton Centre, New Horizons, Scouts, Borders Young Creatives)
- Running and delivering Community Filmmaking workshops alongside specialist freelance tutors (final cut tuition/sound/analogue film etc)
- Ensuring events are open and accessible to all, in line with our Equalities, Diversity and Inclusion Plan
- Considering hospitality and access issues in every programmed activity
- Forming and facilitating a group of representatives to monitor and lead activities within the Common Room space

- Recruiting new participants through effective marketing; attending meetings, events and activities when necessary
- Advancing our existing Volunteer Programme to employ methods of progress tracking
- Recruiting new volunteers and developing programme opportunities for training and support
- Work with Evaluation Support Scotland to develop effective monitoring strategies
- Attend Moving Image Makers Collective meetings on behalf of Alchemy Film & Arts and liaising with MIMC members to provide support where necessary
- Maintaining budget and expenditure records accurately
- Updating and saving all documents, correspondence and materials related to the project into the shared file storage, and handing over key details at the end of the project
- Delivering to project targets and milestones and attending regular planning meetings with staff and partners
- Community Engagement Strategy to be written by end of 2019 through year-long regular evaluation
- Progression Plan to be developed after 6 months for volunteers/participants to develop and eventually assume wider responsibilities in delivering workshops etc.

## Requirements

- Proven interest and experience in community oriented creative learning
- Experience in workshop delivery and facilitation
- Excellent IT handling skills, particularly with Adobe and other editing software
- Experience in artist film and its capacity for skills development
- Drafting and communication skills
- Organisational and programming skills
- Good team worker and interest in partnership collaboration
- Understanding and enthusiasm for working with a range of people and groups

## Conditions

Reporting to: Programme Manager, Alchemy Film & Arts

Hours: part time (suggested 22.5 hours per week)

Term: One year in the first instance with potential for contract renewal, maximum 3 years

Fee: £13,000 (£23,111 pro rata)

Location: Alchemy Film & Arts, Hawick, Scottish Borders

Due to the nature of the work, the post requires flexible hours on occasions, to include unsocial and weekend times. A probationary period of three months from issuing the contract applies.

The contract for services is offered on a freelance, self-employed basis. Alchemy Film & Arts is therefore not responsible for personal accident insurance, income tax, national insurance, sick pay, time off in lieu, or any other costs associated with this contract. The contractor is responsible for all aspects of their Health and Safety other than the public liability cover held by Alchemy Film & Arts.

## Application

Please send a CV and Cover Letter outlining your relevant experience and why you're interested in the role of Film Town Coordinator, to [jobs@alchemyfilmfestival.org.uk](mailto:jobs@alchemyfilmfestival.org.uk).

Deadline: Midnight, 22 April 2019

Interview: week commencing 13 May 2019