

Title: Project Assistant

Salary: £17,095 pa

Hours: 37.5 per week , fixed term contract for 12 months

Closing date: 9am Monday 20th November, interviews 22nd November

Start date: Monday 4th December

Background

"The most imaginative and eclectically satisfying film festival in the Midlands."

Birmingham Wire

"Working with the Flatpack team to deliver the festival was an incredible experience. I was able to see how a small team of hardworking and motivated individuals could bring together a series of films, exhibitions, and workshops to result in a diverse programme that appealed to both cinephiles and the casual viewer. The atmosphere this created brought so many different types of people together, which I think is one of the highest achievements of any arts organisation, and the Flatpack team managed it with a sense of humour and integrity."

Previous employee

We make great things happen by mixing film and other forms, by illuminating place and by bringing people together We inspire others, and help ideas to grow.

Having grown from putting on small pop-up film nights in pubs to producing a festival attracting 14,000 visitors, Flatpack Projects is a nationally respected organisation which delivers a host of year-round projects and events alongside our annual festival. We are at an exciting point in our journey having recently become a National Portfolio Organisation, and our focus is now on a number of priority areas we have identified for development, including our audio-visual programme and a new initiative focussing on artist development and commissioning.

The Role

This is a new role within the organisation designed to support on a number of key projects, with a focus on the two areas mentioned above. The successful applicant would have the opportunity to work on a variety of events of different sizes, including the production of our annual festival taking place from 13-22 April 2018.

This would be a great opportunity for a young professional looking to take their first steps in a career in the arts, film exhibition or festival production.

WWW.FLATPACKFESTIVAL.ORG.UK

Responsibilities and tasks of the Assistant would include:

- Liaising with artists and technicians, booking travel and accommodation and supporting with guest hospitality during events
- Sourcing facilitators and speakers for workshops and events
- Booking venues, ensuring risk assessments are completed and appropriate licenses are obtained
- Supporting with financial administration under supervision from the Operations Manager
- Coordinating and briefing volunteers when required
- Ensuring the necessary copyrights/licenses are in place for events
- Collating feedback, financial figures and audience numbers after events for reporting purposes

Key skills:

- Communication skills - both verbal and written
- Relationship management
- Time management
- Problem solving
- Budget management
- Event production

To apply, please email a CV and covering letter to our Operations Manager Abbe Elliston at abbe@flatpackfestival.org.uk