



## Freelance Outreach and Engagement Coordinator Recruitment Pack

**HippFest** is delighted to invite applications for the role of Outreach and Engagement Coordinator to join our collaborative and friendly team.

### Principal Purpose of the Role

This role is vital to achieving the engagement and outreach ambitions of the Festival, with a focus on local integration during core dates and building HippFest's reputation within the local community. You will **nurture and build relationships** with a wide range of community partners, local businesses and stakeholders. You will secure a base for the **Festival 'Hub' in Bo'ness** and recruit/liase with hosts for **the Festival 'Village'**, leading on the management of and communication with all Festival Village venues. In tandem with this you will devise and manage **an inspiring programme of HippFest outreach** events and added value activity in the Hippodrome and across the local community, within allocated budgets, including developing fun public and community engagement workshops, the HippFest Friday Night Gala afterparty, and progressing and ideating events for the **Youth Engagement programme** for school age children and young people.

This is a great role for a highly committed, collaborative and creative person passionate about engaging the community with HippFest and determined to deliver an engaging grass-roots programme of Festival-adjacent activity. This is a pro-active, outward facing role and the successful candidate will be a vital member of the team, contributing to the continuing success and development of this much-loved and internationally respected film festival.

### About HippFest

*"If we have a more fun night at the pictures we'll be surprised. One of the jewels in Scotland's film calendar. Anyone needing to be convinced of the multitudes of silent film need look no further."* – The Skinny

### Mission statement

HippFest (formerly known as The Hippodrome Silent Film Festival) is Scotland's first and only festival of silent film with live music, centred in and inspired by Scotland's first and oldest cinema, featuring exceptional screenings, commissions, workshops, community events and touring.

### Vision

A world class festival for silent film, cultivating an international community with an adventurous appetite for extraordinary cinema.

## **Our Values**

### **Inclusive**

- Our team are friendly and approachable.
- Our programmes embrace a multitude of styles, genres and nations.
- Our programmes can be accessed and enjoyed by all.
- We value equally the overlooked and the celebrated.

### **Exceptional**

- We ensure the highest presentation standards.
- We capture and act on feedback from our community.
- Our programmes celebrate discovery.
- We innovate, evolve and embrace new platforms and activities.

### **Collaborative**

- Our cultural, academic, industry and archive partners invigorate our practice.
- Our bold, high-profile partners complement our ambitions.
- Our recruitment, artist commissions and volunteering opportunities are mutually rewarding.
- Our tailored activity engages schools, FEs, universities and community groups.

### **Sustainable**

- We have a positive impact on community regeneration.
- We champion Responsible Tourism.
- We are committed to identifying and prioritising opportunities to cut carbon emissions.
- We use our resources efficiently whilst ensuring the highest quality.

## **Background**

Launched in March 2011, HippFest was originally conceived as an expression of the unique link between the heritage of the Hippodrome cinema and the early years of the film medium itself. The Festival now extends beyond its six-day model in March, with community engagement and commissioned tours taking place throughout the year plus, since 2021, online screenings and activity. The Festival features opportunities for audience development through imaginative workshops, partnerships, talks, and satellite events at partner venues across the district and online.

HippFest is an award-winning, high quality, eagerly anticipated event of international significance, with year-round activity and continues to grow each year in ambition, capacity, reach and impact. We are one of 13 screen organisations across Scotland to have secured Creative Scotland Multi-Year funding for 2025-2028.

## **Context**

The Hippodrome is Scotland's oldest purpose-built cinema – an A-listed single-screen picture palace located in the centre of the Victorian town of Bo'ness. Bo'ness is situated on the banks of the Firth of Forth, roughly 20 miles from Edinburgh. Operating a year-round, weekly screening schedule (approx. 11 screenings per week across 6 days), it is known as a

'jewel in the crown' of Scottish cultural heritage with a remit of attracting and inspiring first-time and returning visitors as well as remaining close to the heart of the local community.

HippFest is a project of Falkirk Council, is the biggest annual arts festival in the Falkirk area and is unique in Scotland and the UK – there is no other British festival providing such depth of engagement with this kind of cultural film as part of a holistic festival experience.

HippFest is managed within the Cultural Services Team which sits within the Council's Place Services: Growth, Planning, Sport and Culture. The management structure of the directorate and relationship to the Festival Team is as follows: CEO Falkirk Council > Director of Place Services > Head of Growth, Planning, Sport & Culture > Culture and Greenspace Manager > Team Leader (Cultural Services) > Arts Development Officer Film and Media (Festival Director).

Through effective community engagement, dynamic partnership working and imaginative programming, the HippFest project delivers on Falkirk Council's priorities as articulated in [The Falkirk Council Plan 2022 - 2027](#):

- Supporting stronger and healthier communities
- Promoting opportunities and educational attainment and reducing inequalities
- Supporting a thriving economy and green transition

## **Freelance Outreach and Engagement Co-ordinator**

### **Terms and Conditions**

Employer: Falkirk Council

Fee: £10,200 (68 days £150 p/d). (FTE 0.27)  
(£37,800 per annum pro rata)

Term: Temporary contract, 1 Sep 2025 – 31 Aug 2026 subject to successful completion of a one-month probationary period. The core dates for HippFest 2026 are Wednesday 18 – Sunday 22 March 2026, plus key events on other dates (eg. New Found Sound dress rehearsal Sun 15 Mar 2026).

Hours: As necessary to fulfil the scope of responsibilities within the post. This will involve some weekend and evening work. Indicative work pattern: *(Sep-Dec 1.5 days/week; Jan-Mar 2 days/week & F/T in Festival; Apr 1 day/week; May-Aug 2 days/month).*

Place of Work: Mostly remote working but there is the option to access to a workstation hub with a wired data connection, an external display, keyboard and mouse (subject to availability) at Council offices (Falkirk Stadium or Callendar House) (during office hours). The Outreach and Engagement Co-ordinator will need to attend meetings and undertake stakeholder engagement across the Falkirk area. **It is therefore essential that the Outreach and Engagement Coordinator is mobile across the Falkirk area, ideally with a full driving licence.**

Equipment: Provision of a Falkirk Council laptop for the duration of the contract (tbc).

Notice Period: During probation 1 week, after confirmation of post 1 month for both employer and freelancer.

**Right to work:** The successful applicant will be required to provide documentation under the Immigration, Asylum and Nationality Act 2006.

**References:** Offers of employment are subject to the receipt of references that are satisfactory to Falkirk Council.

**Start date:** 1 September 2025

Falkirk Council is an Equal Opportunities Employer and as such all positions will be offered to the candidate with the required skills for the post and without consideration to a candidate's race, colour, ethnic origin, nationality, national origin, religion or belief, sex, sexual orientation, gender reassignment age, marital or civil partnership status or disability.

This contract is offered on a self-employed basis and the contractor should take full responsibility for any tax and national insurance contributions relating to the fee. The contractor may be required to work with young people during the project and as such must be willing to undertake a PVG/ Enhanced Disclosure (Scotland) Check.

## **JOB DESCRIPTION: Freelance Outreach and Engagement Co-ordinator**

**Responsible to:** Arts Development Officer (Film and Media)

### **Principal duties**

This brief describes the scope, principal purpose and main elements of the contract at this time. It is a guide but is not intended to be all-inclusive. The freelancer is expected to work flexibly and respond positively to changing project needs and suggest initiatives and areas for Festival development, supporting the work of core team members as required.

### **Outreach**

- Devise and manage the Festival's outreach programme (eg community screenings, public workshops, social mixer, walking tour, outing, exhibition (biennial)).
- Manage the Youth Engagement programme (including New Found Sound project (rehearsals, coordination, tutor/pupil/family communications), university student placement, primary school workshops and other youth engagement workshops). Support the Development Officer on Young Programmer Team outputs.
- Devise entertainment programme at the Friday Night Gala reception and afterparty.

### **Engagement**

- Develop partnerships, events and mutually supportive activity, including relationships with local businesses, retailers, third sector organisations and community groups.
- Coordinate and communicate with local businesses involved in Festival Hub/Village partnerships
- Deputise for and supervise the volunteers as required in the Festival Hub/Village
- Work with the team to improve accessibility across the Festival, with a focus on Deaf and hard-of-hearing people, young people and those on low incomes.
- Identify and pursue opportunities to broaden the reach of the Festival (e.g. Festival Hub).
- Maintain and develop local relationships with business in Bo'ness and monitor opportunities to contribute to community regeneration.

### **Communications**

- Attend relevant Festival team and community/engagement partner meetings
- Work closely with HippFest Development Officer, Director and Producer to ensure 'joined up' working.
- Work closely with HippFest Marketing Officer and Digital Content Manager in order to ensure effective digital communication of outreach activity and maximise impact.
- Liaise with and, where necessary, support Development Officer on funding bids to support Outreach & Engagement programme.

#### **Finance**

- Monitor Outreach and Engagement income and expenditure, keeping to prescribed budgets and maintain finance documentation
- Work with key Festival staff to ensure spending is kept in line with financial resource available.
- Keep an up-to-date record of orders and invoices relating to the Festival and report to Director and Development Officer on income management

#### **Evaluation**

- Support the Development Officer to design and circulate feedback questionnaires on outreach and engagement activity to capture data required by all funders and stakeholders
- Contribute to the completion of post-Festival evaluation reports and external funding agency End of Project reports pertaining to Outreach & Engagement Activity.

#### **General**

- Assist at Festival events as needed and mutually agreed

#### **Structure**

The Outreach and Engagement Coordinator will report directly to the Arts Development Officer (ADO) (Film and Media), who is the Director of the Festival

The core Festival team also comprises the following freelance roles:

#### **Development Officer**

*12 mo fixed term contract, Sep 2025 – Aug 2026 (111 days)*

#### **Marketing Officer**

*12 mo fixed term contract, Sep 2025 – Aug 2026 (113 days)*

#### **PR Manager**

*12mo fixed term contract, Sep 2025 – Aug 2026 (28 days)*

#### **Digital Content Manager**

*12mo fixed term contract, Sep 2025 – Aug 2026 (150 days)*

#### **Producer**

*6mo fixed term contract, Nov 2025 – Apr 2026 (55 days)*

#### **Festival Assistant**

*F/T permanent contract with Falkirk Council as Venues Supervisor, 30 days for Festival (tbc)*

Plus

- A part-time work placement student (subject to appropriate placement candidate)
- A Young Programmers group (4 members in 2025)
- Volunteers

The team works in conjunction with the Falkirk Council marketing, venue, box office and technical teams.

## 8 Application and Selection Process

Individuals interested in being considered for the HippFest Outreach and Engagement Coordinator contract should send:

- An up-to-date **CV**
- A covering letter **referring to the job description and person specification**, telling us **why you are interested** and **what skills and experience** you would bring to the role. *Please ensure that this document gives sufficient detail for the shortlisting panel to assess your suitability and enthusiasm for the role.*
- Details of **two references** whom we can contact prior to shortlisting
- Confirmation of your **availability on our interview dates**

*Completed applications should be sent to [hippfest@falkirk.gov.uk](mailto:hippfest@falkirk.gov.uk) no later than 11am on Monday 21 July 2025*

We will hold interviews on **Tuesday 5th and Wednesday 6th August via Teams**. As stated above please let us know, in your cover letter, whether you would be available for interview on these dates so that we can be aware, in plenty of time, if we need to try to make alternative arrangements for any short-listed candidates.

If you would like an informal chat about the role, please contact the Festival Director Alison Strauss: [alison.strauss@falkirk.gov.uk](mailto:alison.strauss@falkirk.gov.uk) or to arrange a suitable time.

## Person Specification: Freelance Outreach and Engagement Coordinator — HippFest

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### 1. Experience

#### **Essential**

- Pertinent experience in community engagement and outreach, preferably in arts, culture, or festivals.
- Proven ability to manage and deliver community programmes and public workshops.
- Experience working with young people, schools, and youth engagement initiatives.
- Experience building and maintaining partnerships with local businesses and community groups.
- Experience working within budgets, monitoring expenditure and maintaining financial records.

#### **Desirable**

- Experience coordinating festival or cultural events.
- Experience of writing successful funding applications
- Experience managing venue partnerships or community hubs.
- Experience working in local government or publicly funded arts organisations.
- Experience using evaluation tools and producing project reports.

## **Essential**

## **Desirable**

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### **2. Knowledge and Understanding**

#### **Essential**

- Understanding of community engagement principles and best practices.
- Knowledge of Scottish and other UK regions arts venues, organisations and festivals
- Awareness of accessibility issues (Deaf/hard-of-hearing, young people, low-income groups).
- Awareness of local community needs and cultural regeneration through the arts.

#### **Desirable**

- Knowledge of Falkirk and neighbouring local authority areas.
- Understanding of diversity, equal opportunities and inclusion in cultural programming.
- Knowledge of public funding and reporting requirements.
- Understanding and interest in silent film and archive film.

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### **3. Skills**

#### **Essential**

- Strong organisational and project management skills.
- Excellent interpersonal and communication skills for engaging diverse stakeholders.
- Ability to work independently and collaboratively.
- Competence in budget management and financial record keeping.
- Proficient in digital communication tools (email, video conferencing, office software).
- Ability to plan and facilitate engaging workshops and public programmes.
- Able to produce clear written reports and feedback summaries.

#### **Desirable**

- Basic understanding of audio-visual/film screening technicalities.
- Driving licence and access to a car to travel within the Falkirk area.

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### **4. Personal Qualities and Attitudes**

#### **Essential**

- Passionate about community arts engagement and HippFest's mission.
- Creative, proactive and solution-focused.
- Friendly, approachable, and able to build positive relationships.
- Flexible and adaptable to changing project needs.
- Committed to inclusion, diversity, and equal access.
- Reliable, professional and able to work to deadlines.
- Willingness to work occasional evenings and weekends.

#### **Desirable**

- Enthusiastic about silent film and cultural heritage.
- Collaborative mindset, open to teamwork and feedback.
- Interest in sustainable and responsible community development.

***Essential***

- Willing to comply with safeguarding procedures and PVG/Enhanced Disclosure checks.

***Desirable***