

**Respond to:**

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19<sup>th</sup> September 2022

**Information for applicants:  
Freelance Producer: Hippodrome Silent Film Festival 2023**

Dear Applicant

Thank you for your interest in the contract of Freelance Producer for the Hippodrome Silent Film Festival 2022.

In this pack, you'll find a project brief for the role, including background information, details of the fee, application and selection process and a person specification.

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) to arrange a suitable time.

We look forward to hearing from you and thank you again for your interest.

Yours sincerely

A handwritten signature in black ink that reads "Alison Strauss". The signature is fluid and cursive, with the first name "Alison" and the last name "Strauss" clearly distinguishable.

**ALISON STRAUSS  
ARTS DEVELOPMENT OFFICER (FILM AND MEDIA) / DIRECTOR, HIPPODROME  
SILENT FILM FESTIVAL**



## **Freelance Producer Recruitment Pack**

### **About HippFest**

#### **Mission statement**

The Hippodrome Silent Film Festival (HippFest) 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 national significance, with year-round activity and continues to grow each year in ambition, capacity, reach and impact.

## 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.

The Hippodrome building is owned by the Scottish Historic Buildings Trust; Falkirk Council Arts team manages the venue and programme.

Falkirk Council is committed to making Falkirk *the place to be* - where everyone can fulfil their potential, as stated in the Council's [Corporate Plan](#). The Hippodrome Silent Film Festival contributes significantly to the achievement of these aims and we continue to ensure that HippFest is securely embedded into the Council's core business planning.

## Freelance Producer

### Terms and Conditions

Employer: Falkirk Council

Fee: £9,000 - £11,250 (75 days @ £120 - £150 p/d) dependant on experience (FTE 0.33) (£27,600 - £34,500 per annum pro rata)

Term: Temporary contract, 1 Nov 2022 – 28 Apr 2023 subject to successful completion of a one month probationary period. The core dates for the Hippodrome Silent Film Festival 2023 are Wednesday 22 – Sunday 26 March 2023, although there will be key events happening out-with these dates.

Hours: As necessary to fulfil the scope of responsibilities within the post. This will involve some weekend and evening work.

Place of Work: Blend of Council offices and remote working. Access to a work station hub with a wired data connection, an external display, keyboard and mouse (subject to availability) at Council offices (The Forum, The Foundry or Falkirk Stadium) (during office hours). The Producer will need to attend meetings and undertake stakeholder engagement across the Falkirk area. **It is therefore essential that the Producer is mobile across the Falkirk area.**

Equipment: Access to a laptop will be provided 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<sup>st</sup> November 2022

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 Producer**

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

### **Principal Purpose of the Role**

This role is vital the success of the Festival. The successful candidate will be responsible for coordination and **overall logistics** for all Festival **events** including **scheduling**, artist **contracts** and artist **travel**. You will lead on **liaison with the Council's tech and venue teams** ensuring that all other parties have the relevant information, instructions and materials in order to present all screenings and events successfully.

You will oversee **recruitment and management of supporting freelance and volunteer teams**. You will take overall responsibility for the quality of experience of guests, including implementing **accessibility measures**, securing a base for the **Festival Hub** and leading on the Festival's **Reception** event. Day-to-day work will involve budget and project **management, reporting, planning, updating and monitoring**.

### **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.

## **Logistics, Co-ordination and Admin**

- Liaise with and contract guest speakers, musicians and contributors – arranging travel/accommodation, schedules and welcome packs.
- Create, maintain and distribute an accurate and detailed running order of all Festival activity and ensure adherence throughout the Festival.
- Liaise with the Venues, Box Office and Technical Teams on requirements including staffing, get-ins, equipment, seating set-up and tech.
- Ensure the correct licences, certifications and risk assessments are carried out/in place for Festival events.
- Organise and chair team meetings including regular monthly project update meetings.
- Ensure project documentation is fully up-to-date
- Provide and update a project timeline for core festival period liaising with other team members to make sure that relevant deadlines are met

## **Marketing**

- Assist in proofing Festival materials including copy, ads, online content

## **Programme**

- Support the Social Media Officer on development and delivery of online events.

## **Staff Management and recruitment**

- Recruit temporary Festival staff and volunteers as required
- Develop the rota and briefing documents for the volunteers and ensure they are effectively managed during the Festival
- Direct and supervise the work of the Production Coordinator.

## **Evaluation**

- In conjunction with the Festival Marketing & PR Officers, produce audience feedback questionnaire(s)/methods that capture the data required by all funders and stakeholders.
- Contribute to the monitoring, collation, analysis, evaluation and reporting of the Festival.
- Contribute to the completion of post-Festival evaluation reports and external funding agency End of Project reports.

## **Finance**

- Monitor Festival income and expenditure 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 on income management when required

## **Structure**

The Producer will report directly to the Arts Development Officer (ADO) (Film and Media), who is the Director of the Festival, and the Team Leader – Arts.

**The core Festival team also comprises the following freelance roles:**

**Development and Engagement Officer** – vacant, to be appointed (revised position)  
*one-year fixed term contract, Oct 2022 – Sep 2023 (152 days)*

**Marketing/Media Manager** – vacant, to be appointed (revised position)  
*One-year fixed term contract, Oct 2022 – Sep 2023 (115 days)*  
*(Oct-Mar 3 days/week & F/T in Festival; Apr 1 day/week; May-Sep 2 days/month.)*

**PR Officer**

*One-year fixed term contract, Oct 2022 – Sep 2023 (30 days) (Oct-Dec & Apr-Sep 2 days/month; Jan-Mar 1 day/week + F/T in Festival).*

**Social Media Officer/Online Coordinator**

*One-year fixed term contract, Oct 2022 – Sep 2023 (144 days)*

**Production Coordinator** (vacant, to be appointed)

*One-year fixed term contract, Jan 2023 - Mar 2023 (20 days)*

**Festival Trainee**

*One-year fixed-term contract, May 2022 – Feb 2023 F/T (c/o ICO FEDS scheme) + 30 days extension c/o Falkirk Council Mar 2023 – Apr 2023*

Plus:

- A part-time work placement student (subject to appropriate placement candidate)
- 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 Producer contract should send:

- An up-to-date **CV**
- A covering letter **referring to the project brief 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 date**

Completed applications should be addressed to [dawn.nichol@falkirk.gov.uk](mailto:dawn.nichol@falkirk.gov.uk)

The deadline is **11am Tuesday 11th October 2022**. We will confirm we have received your application by e-mail.

We will hold **interviews on Wednesday 19<sup>th</sup> October in person (or via Zoom or Teams if required)**. **Please let us know, in your cover letter, whether you would be available for interview on that date** so that we can be aware if we need to try to make alternative arrangements for any short-listed candidates.

<b>Person Specification Freelance Producer</b>	<b>Essential (E)/ Desirable (D)</b>
<b>Experience</b>	
Experience of producing or managing complex film, cultural events or festivals.	E
Experience of technical processes for film exhibition	E
Experience of production processes for live music performance presentation	D
Experience of coordinating logistics for visiting cultural/event guests	D
Experience of using excel spreadsheets, creating, managing, monitoring and reporting on budgets	E
Experience of planning and communicating plans effectively to others	E
Experience of working in the public sector such as a local authority/Trust	D
<b>Knowledge and Understanding</b>	
Knowledge of and passion for arts and culture, especially cinema	E
Understanding and knowledge of silent film and archive film.	D
Understanding of development of events and projects to support our commitment to access, inclusion and diversity	D
Knowledge of Scottish, other UK regions & International film exhibition, venues and festivals	E
<b>Skills</b>	
Outstanding organisational skills and attention to detail	E
Excellent written and oral communication skills	E
Excellent interpersonal skills	E
Ability to prioritise, balance multiple priorities, and work fast and effectively under pressure	E
Report writing and research skills	E
IT and admin competency	E
Capacity for multi-tasking and managing complex workloads under pressure	E
Able to work effectively as part of a small team and individually	E
Full UK driving licence	D
<b>Personal Qualities and Attitudes</b>	
Positive thinking, proactive, responsible & creative	E
A professional outlook and a commitment to working to the highest standards	E
Committed to quality, thorough and attentive to detail	E
A committed and generous collaborator	E
Ability to inspire and motivate and enjoy team working	E
The ability to communicate effectively with a wide range of stakeholders	E
Demonstrable understanding of and commitment to diversity and inclusivity and ensuring this is considered across all areas of delivery	E
Able to work out-with normal office hours including evenings and weekends, as required	E
Able to take accountability and ownership of complex situations	E
Ability to travel throughout the Falkirk Council area by public transport and/or own vehicle.	E