



Freelance Producer Recruitment Pack

HippFest is delighted to invite applications for the role of Producer to join our collaborative and friendly team

Principal Purpose of the Role

This role is vital to achieving the high standards of presentation for the Festival. The successful candidate will be responsible for **all production aspects, coordination and overall logistics** for the Festival during core and extended dates. Duties will include full Festival **scheduling**, artist **contracts** and artist **travel and accommodation arrangements**. You will lead on **liaison with the Council's tech and venue teams and Outreach and Engagement Coordinator** ensuring that all other parties have the relevant information, instructions and materials in order to present all screenings and events successfully. You will **work closely with all members of the HippFest team** to ensure that all facets of the programme are incorporated into the 'master running order'. You will lead on **recruitment and management of the volunteers**.

You will take overall responsibility for the **quality of audience and guests' experience**, supported by the Falkirk Council Venue Team, including implementing **accessibility measures in the Hippodrome (eg AD headsets, live captioning)**. Day-to-day work will involve budget monitoring and updating, and financial reporting.

This is a great role for a highly organised and committed person with an unerring eye for detail and a passion for putting on exceptional events, to contribute to the continuing success of this much-loved and internationally respected film festival.

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.

HippFest - 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 & Climate (Culture). Place Services is a new division within the re-structured local authority. Following the winding up of Falkirk Community Trust the cultural, recreational, sports & library functions were absorbed back into the Council on 1st April 2022. The management structure of the directorate and relationship to the Festival Team is as follows: Director of Place Services > Head of Service > Cultural Services 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 Producer

Terms and Conditions

Employer: Falkirk Council

Fee: £6,600 - £8,910 (55 days @ £120 - £162 p/d) dependant on experience (FTE 0.22) (£30,000 - £40,500 pro rata)

Term: Temporary contract, Monday 3 Nov 2025 – Thursday 30 Apr 2026. The core dates for HippFest 2026 are Saturday 14 March 2026 and Wednesday 18 – Sunday 22 March 2025, plus key events on other dates (eg. programme launch w/c Mon 2 Feb 2026, 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: *(Nov-Dec 1.5 day/week; Jan-Feb 3 days/week, Mar 13 days incl F/T in Festival; Apr 2 days)*

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 (Falkirk Stadium or Callendar House) (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: Provision of a Falkirk Council laptop for the duration of the contract is 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: Mon 3 November 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 Producer

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

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, Coordination and Admin

- Create, maintain and distribute an accurate and detailed running order of all Festival activity, liaising with other team members, guests, artists and volunteers, to make sure that content is comprehensive, relevant deadlines are met, and ensuring adherence throughout the Festival. Festival activity includes – but is not restricted to – screenings, Q&As, panels, recording of content for online broadcast, Friday night gala event, public workshop, excursion, tours, exhibition, press launch, musician rehearsals and New Found Sound dress rehearsal.
- Liaise with PR Manager to schedule press and photo calls with guest speakers and artists.
- Coordinate with the Marketing Officer and PR Manager to successfully deliver the Festival's launch.
- Liaise with and contract all guest speakers, musicians and contributors – arranging travel, accommodation, and individualised schedules, including subsistence arrangements, press calls and rehearsals.
- Prepare and distribute guest performers' welcome packs for their arrival.

- Liaise with the Venues and Tech Teams (inhouse and external) and Outreach and Engagement Coordinator to determine requirements for staffing, get-ins, equipment, exhibition installation/takedown, seating set up, tech and catering.
- Liaise with Outreach and Engagement Coordinator to successfully deliver the Engagement events and activities (e.g. providing participant release forms and managing technical production of events).
- With support from FC / partner tech teams, coordinate, transport, set up, operate and strike projection, screen and sound/PA facilities where required for all specified outreach events.
- With support from FC / partner venue staff and FC box office team, coordinate venue and audience facilities to deliver high level of customer service at agreed outreach events, e.g. box office, queuing, refreshments, front of house arrangements, venue dressing
- Organise meetings with FC Venues, Box Office and Tech teams including a Full Team briefing with volunteers in early March.
- Ensure the correct licences, certifications, FC working practices/policies, and risk assessments are carried out/in place for Festival events at non-Hippodrome venues (not including film screening licences).
- Organise and coordinate all logistics for Festival events including delivery and collection of equipment (music stands etc), instrument hire, get in / get out, exhibition installation / takedown, and passholder packs.
- Organise and coordinate audience shuttle bus schedules and booking arrangements.
- Liaise with and contract live captioners – arranging schedules, role descriptions and onsite briefings ahead of each event.
- Ensure Producer-led project documentation and filing is fully up to date (including contracts, budgets, invoices and correspondence)
- Notify relevant colleagues of any production issues that may affect box office operations, marketing, or other Festival activities.

Programme

- Ensure high quality presentation and delivery of all programmed activity in the Hippodrome & other Festival venues.
- Support the Digital Content Manager and Technician recording events in the Hippodrome for online broadcast (may include sourcing lighting, relevant signage and release forms). This requires close communications during core dates on rehearsals, get-in times, and other preparatory movements before events begin.

Staff Management and recruitment

- Recruit and manage temporary Festival staff and volunteers as required in collaboration with the designated FC Venue Supervisor.
- Create rota and briefing documents for the volunteers.
- Maintain strong relationships with teams to deliver high quality events and foster a cohesive working environment between Festival team, Falkirk Council staff, and volunteers.

Evaluation

- 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.
- Attend Team Debrief as post-Festival evaluation contribution.
-

Finance

- Monitor Festival 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 resources available.
- Keep an up-to-date record of orders and invoices relating to the Festival and report to Director or Development Officer on income management

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 – Cultural Services

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)

Outreach and Engagement Coordinator

12 mo fixed term contract, Sep 2025 – Aug 2026 (63 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.

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 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 date**

Completed applications should be sent to hippfest@falkirk.gov.uk no later than 11am on Monday 22 September

We will hold interviews on **Tuesday 30 September 13:00 - 17:30 & Wednesday 1 October 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 or to arrange a suitable time.

Person Specification

Experience

Essential:

- Experience coordinating and delivering arts events or festivals.
- Experience in scheduling complex programmes and managing multiple activities simultaneously.
- Experience contracting artists, speakers, and managing travel/accommodation logistics.
- Experience recruiting and managing volunteers or temporary staff.
- Experience monitoring and managing budgets and financial records.
- Experience liaising with technical, venue, and marketing teams to deliver events.

Desirable:

- Experience working in film and / or music festivals, especially silent film or similar specialised arts festivals.
- Experience supporting community engagement, outreach, or educational programmes.

Knowledge and Understanding

Essential:

- Understanding of event production and logistics, including licensing and risk assessments.
- Good knowledge of the cultural and community context relevant to HippFest and Falkirk Council.
- Understanding of accessibility requirements and how to implement measures.
- Understanding of volunteer recruitment and management best practices.
- Knowledge of budgeting and financial controls in event production.

Desirable:

- Understanding of sustainable event practices and responsible tourism.
- Awareness of local authority structures and cultural services operations.

Skills

Essential:

- Excellent organisational and project management skills, with strong attention to detail.
- Strong communication and interpersonal skills to liaise effectively with multiple stakeholders, and ability to work as part of a small team.

- Ability to create, maintain, and distribute detailed schedules and running orders.
- Budget monitoring and financial reporting skills.
- Ability to work independently and flexibly to meet changing project needs.
- Competency in using standard office IT tools (email, spreadsheets, word processing).
- Ability to manage multiple tasks, deadlines, and priorities effectively.

Desirable:

- Familiarity with contract preparation and artist liaison documentation.
- Basic skills in data analysis and evaluation reporting.
- Full UK driving licence

Personal Qualities and Attitudes

Essential:

- Highly organised and committed with an unerring eye for detail.
- Passionate about delivering exceptional cultural events.
- Collaborative and approachable team player.
- Flexible and positive attitude to respond to changing needs.
- Friendly and inclusive approach, valuing diversity.
- Responsible, reliable, and trustworthy, with integrity.
- Willingness to work some evenings and weekends.
- Mobility to travel around Falkirk area as required.
- Commitment to equal opportunities and accessibility.

Desirable:

- Enthusiastic about silent film and cultural heritage.
- Interest in sustainability and community regeneration.
- Proactive with an innovative mindset to suggest Festival development initiatives.