



Freelance Development Officer Recruitment Pack

HippFest is delighted to invite applications for the role of Development Officer to join the collaborative and friendly team responsible for this much-loved and internationally respected film festival.

Principal Purpose of the Role

This role is vital to the Festival's ongoing success, taking HippFest to the next phase having secured Creative Scotland Multi-Year funding for 2025-2028. The successful candidate will, in conjunction with the Festival Director, source and apply for **funding and sponsorship** in general and for specific projects, to support development and delivery of HippFest's Business Plan 2025-2028. With the Festival Director, you will establish/nurture a broad range of **new/existing partnerships** locally, nationally and internationally, **for delivery and strategic development**. You will provide groundwork for the Team to progress the **Festival's Accessibility ambitions**. You will lead on **Festival monitoring and evaluation** to inform strategic development and project sustainability, producing reports for stakeholders. You will provide strategic direction for the **Young Programmers Group**, managing and developing the group's 2026 HippFest cohort.

This is a great role for a highly efficient, organised and committed person with a flair for innovation and a passion for championing inclusion, excellence, collaboration and sustainability through the arts.

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 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 Development Officer

Terms and Conditions

Employer: Falkirk Council

Fee: £18,870 (111 days @ £170 p/d). (FTE 0.44) (£42,840 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. programme launch w/c Mon 2 Feb 2026).

Hours: As necessary to fulfil the scope of responsibilities within the post. This will involve some weekend and evening work. Indicative work pattern: 2 days per week, 15 in March including F/T during Festival

Place of Work: Mostly remote working but there is the option to 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 Development Officer will need to attend meetings and undertake stakeholder engagement across the Falkirk area. **It is therefore essential that the Development Officer is mobile across the Falkirk area.**

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

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 Development Officer

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.

Development

- With the Festival Director, progress the business and strategic development of the Festival.
- With the Festival Director source and apply for funding and sponsorship.
- Manage funding and sponsor relationships.
- Contribute to a programme of engagement and advocacy with potential and current Festival partners.
- Liaise with senior management, funders, elected members and other stakeholders.
- Revise sponsorship decks and leading email templates where necessary.
- Coordinate the monitoring, analysis, evaluation and reporting of the Festival.
- Contribute to the completion of external funding agency End of Project reports.
- Monitor Festival income and expenditure and maintain finance documentation.
- Identify potential Festival shuttle bus partners or suppliers and pursue transport partnership.
- Lead on Guest List, including invitations, RSVPs and Front of House management.
- Manage the HippFest Young Programmers Group, leading on structure, development, goals, recruitment and monitoring.

Evaluation

- With support from the Festival Producer, Director, Marketing Officer and PR Manager complete annual post-Festival evaluation reports (internal and external) and disseminate to appropriate stakeholders in a timely manner.
- Lead on evaluation and reporting to core and project funders.

Structure

The Development Officer 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:

Marketing Officer

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

Outreach and Engagement Coordinator

12 mo fixed term contract, Sep 2025 – Aug 2026 (68 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 Development Officer 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 28th July

We will hold interviews on **Tuesday 12th and Wednesday 13th 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 or to arrange a suitable time.

Person Specification

1. Experience

Essential

- Proven track record in successful funding applications and securing grants or sponsorship for arts or cultural projects.
- Experience managing relationships with funders, sponsors, and stakeholders.
- Experience in project monitoring, evaluation, and producing reports for funding bodies.
- Experience working in or with arts/cultural festivals or similar events.
- Experience managing or developing youth or community engagement programs.
- Experience working with diverse teams and collaborating across multiple partners.
- Experience in managing budgets and monitoring income/expenditure related to funded projects.

Desirable

- Experience working in a freelance or flexible contract environment.
- Experience leading or coordinating teams or groups, especially young people
- Experience with partnership development at local, national, or international levels.

2. Knowledge and Understanding

Essential

- Good understanding of the UK, Scottish and International arts funding landscape, including major funders such as Creative Scotland.
- Knowledge of and experience in strategic development and sustainability in arts festivals.
- Understanding of diversity, inclusion, and accessibility principles in arts and cultural programming.
- Knowledge of monitoring and evaluation techniques for arts projects and events.

Desirable

- Understanding of film festivals, silent film.
- Awareness of local community and cultural context in Falkirk and Scotland.
- Knowledge of Responsible Tourism and environmental sustainability practices in cultural events.
- Familiarity with local authority and public sector cultural service structures.

3. Skills

Essential

- Excellent written communication skills, including grant writing and report production.
- Strong interpersonal and networking skills to develop and maintain relationships with funders, partners, and stakeholders.
- High level of organisational and project management skills, with ability to manage multiple priorities effectively.
- Competent in monitoring, evaluation, and data analysis to inform project development.
- Proficient with digital tools for communication, reporting, and remote collaboration.
- Ability to work independently and as part of a small team, showing initiative and flexibility.
- Ability to travel throughout the Falkirk Council area by public transport and/or own vehicle.

Desirable

- Skilled in financial monitoring and maintaining funding documentation.
- Ability to lead and motivate young people in a programming or creative capacity.
- Comfortable with public speaking and presenting to senior management or funders.

- Full UK driving licence
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4. Personal Qualities and Attitudes

Essential

- Passionate about arts, culture, inclusion, and community engagement.
- Collaborative and approachable with a positive, solution-focused attitude.
- Innovative and proactive in identifying opportunities for growth and development.
- Committed to delivering high standards and maintaining integrity in all work.
- Flexible and adaptable to changing demands and priorities of a festival environment.
- Sensitive and respectful of diverse audiences and partners, championing accessibility and inclusion.
- Able to work out-with normal office hours including evenings and weekends, as required

Desirable

- Enthusiastic about sustainable practices and reducing environmental impact.
- Interest in silent film, local heritage, live music, film archives