

Position: Wildscreen Festival Assistant

Location: Central Bristol

Salary: £19k per annum, pro rata

Contract: Full-time, fixed-term ending 30 November 2020.

The Role

We are looking for a dynamic, pro-active and energetic individual, to join our small and ambitious team at an exciting time of evolution for the Wildscreen charity. You will be passionate about delivering brilliant, inclusive and impactful events and believe in the power of visual storytelling to engage different audiences with the beauty and fragility of our natural world.

A vital part of the delivery team for the October 2020 Wildscreen Festival, the Festival Assistant position is a varied role incorporating elements of film competition management, event administration and delivery.

About Wildscreen

Wildscreen is an award-winning international wildlife conservation charity. Our goal is to convene the world's best filmmakers and photographers with the most committed conservationists to create compelling stories about the natural world; that inspire the wider public to experience it, feel part of it and protect it.

We are powered by an ecosystem of projects:

[Wildscreen Festival](#) - the internationally renowned festival that celebrates and advances the art of natural world storytelling.

[Wildscreen Exchange](#) - a unique global hub that empowers conservation organisations by connecting them with world-leading filmmakers and photographers to create ground-breaking communications about our natural world.

[Natural History Network](#) - a hub for the global wildlife filmmaking industry.

About Wildscreen Festival

The Wildscreen Festival is the biggest global gathering of natural world storytellers. Every other year, over 1,000 industry delegates from over 40 countries convene in Bristol, for a week of business, content and networking. Our delegates represent the entire global industry from the most exciting emerging talent to world-leading broadcasters and platforms. The Festival is also home to the Wildscreen Panda Awards, aka the 'Green Oscars', the most respected and coveted awards in the wildlife and environmental storytelling genre.

Main Duties and Responsibilities:

- **Wildscreen Panda Awards administration:**
 - Being the first and regular point of contact for all competition enquiries, entrants and nominees;
 - Processing and checking all entries, ensuring all deliverables and entry requirements are fulfilled;

- Co-ordinating the judging of the Panda Awards, including on-site arrangements, remote viewing and scoring;
 - Assisting in the programming and delivery of film screenings at the Festival;
 - Assisting in the marketing of the competition to increase awareness, reach and numbers of submissions.
- **Festival administration and delivery:**
 - Supporting with delegate ticketing and on-site attendee experience;
 - Liaising with guests and producers regarding production and hospitality;
 - Monitoring and reporting on elements of the Festival budget, including travel, accommodation and merchandise;
 - Collating and recording a wide variety of data including programme, production, contacts and scheduling;
 - Sourcing and purchasing equipment, materials, hospitality and merchandise;
 - Co-ordination and minuting of Festival Advisory Group meetings;
 - Documenting procedures and preparing systems for handover to freelancers, interns and volunteers in the lead-up to the Festival and the provision of on-going support;
 - Assisting in the management, collation, recording, analysis and reporting of Festival statistics and feedback for post-event evaluation.
 - **Festival communications and marketing:**
 - Assisting in the day-to-day maintenance and updating of website, email and social content including the drafting of engaging and relevant copy.
 - **Providing ad-hoc assistance for Wildscreen's other events and activities as and when required.**

This is a full-time position based at Wildscreen's office in the centre of Bristol. The role will require occasional evening and weekend work especially around the time of the festival itself for which time off in lieu may be granted. Annual leave (other than the occasional day) will not be granted in the two months prior to the festival.

Person specification:

The ideal candidate will be a highly-motivated and collaborative individual with a real willingness to get stuck in. You'll relish the opportunity to make a genuinely meaningful contribution to the delivery of our flagship initiative.

Essential skills and experience:

- A minimum of 3 A Levels grade A-C or equivalent;
- At least two years previous experience of office-based employment;
- Some hands-on event or production management experience;
- Strong knowledge of Microsoft Office programmes and experience of using a website content management system;
- Strong numeracy skills and experience of handling large amounts of information and using databases and/or Excel to record and report information and statistics;
- Excellent and accurate writing and proofreading skills.

The successful candidate will also have:

- The ability to keep track of high volumes of information and correspondence and continually prioritise in a demanding and busy environment;
- High levels of self-motivation, with the ability to act on own initiative, but also to know when to seek advice;
- An enthusiastic and flexible approach to managing a busy workload, tight deadlines and problem-solving;
- Excellent personal, written and verbal communication skills, including the ability to communicate and build relationships with a wide range of internal and external contacts at all levels;
- Pride in accuracy and attention to detail;
- An interest in environmental storytelling and delivering sustainable events.

We are committed to supporting and promoting equality and diversity to create an inclusive working environment and community.

How to Apply

To be considered for this role, please submit your CV and a covering letter explaining your suitability for the position to jobs@wildscreen.org.uk.

Deadline for applications: **Tuesday 3 December 2019 at 5pm.**

Interviews to be held on **Thursday 12 December** in central Bristol. We regret that we cannot offer an alternative date for interview and will not be able to accommodate remote interviews.