

## Job Description

### Events Coordinator

#### Open City Documentary Festival

**Dates:** 2<sup>nd</sup> of August – 15<sup>th</sup> of September

3 days/week to begin, then full time the 6<sup>th</sup> of September (including full festival dates), with 1 day wrap up after the festival.

**Fee:** £2,750 (£110/day for 25 days)

**Location:** London and remote working

**Reports to:** Festival Producer, Festival Director, Director of Film Programme

### About Us:

Open City Documentary Festival celebrates the art of non-fiction, creating an open space in London to nurture and champion the art of creative documentary and non-fiction filmmakers. The festival sits within the Department of Anthropology at UCL.

The eleventh edition of the festival will take place from the **8th - 14th September 2021**.

### Main Purpose of the Job:

The Events Coordinator will oversee the planning and delivery of all talks and workshops within our Festival Hub at the China Exchange. They

will act as the main point of contact for all event speakers and be responsible for the smooth running of the talks and workshops throughout the week of the festival.

**Additional Details:**

The working days will be 3 days/week to begin, then full time the 6th of September (including full festival dates), with 1 day wrap up after the festival.

The position holder must be available to work the full dates of the festival 8th -14th of September, including the weekend. Flexible working hours will be required during the festival dates.

The position holder will need to be registered as self-employed and may need to provide their own laptop.

**Duties and Responsibilities:**

- Act as main point of contact for all event speakers.
- Liaise with speakers ahead of the festival to provide logistical information.
- Create speaker schedules, communicating with the Guest Services Coordinator and Festival Producer to identify any crossover between Event Speakers, Jurors, and Filmmakers.
- Liaise with the Guest Services Coordinator to ensure that speakers are added to accreditation lists.
- Work with the Guest Services Coordinator and Public Anthropology Centre Manager to book any travel required for speakers.

- Work with the Festival Director to invite external hosts.
- Work with the Festival Director to assign team members to introduce each event and circulate guidelines.
- Work with the Tech Manager to ensure on-screen material is received before the festival, all clips are tested, and materials are saved in the correct folders.
- Create procedure sheets for all events.
- Work with the wider festival team to manage the set-up of the events space within the festival hub.
- Greet all speakers and presenters upon arrival at the festival and ensure the set-up meets their specifications.
- Ensure the smooth running of all industry events including panels, masterclasses and workshops.
- Work with the Event Technician to ensure all clips are cued correctly and all sessions run to time.
- Reset the events space between each session, ensuring correct stage and microphone set up for each event.
- Coordinate volunteers to ensure audience members are let into the event space in a timely fashion.
- Oversee collation of audience feedback forms for all events.
- After the festival, write an evaluation / debrief report, send thank you emails, and request any outstanding invoices.

- Any other duties that are within the scope, spirit and purpose of the job, as requested by the festival team.

## **Person Specification**

### **Essential Criteria:**

- Previous experience working as an Event or Venue Coordinator at film festivals or other relevant cultural events.
- Excellent written and oral communication skills and the ability to communicate effectively with people at all levels.
- Excellent time-management skills and proven track record of managing events to schedule.
- Proven ability to anticipate issues and adjust approaches where necessary.
- Proficient knowledge of Microsoft Word and Excel.

As part of London's Global University, we know diversity fosters creativity and innovation. We are committed to equality of opportunity, to being fair and inclusive, and to being a place where we all belong. We therefore particularly encourage applications from candidates currently underrepresented in UCL's workforce and within the cultural sector. These include people from Black, Asian and ethnic minority backgrounds, people with disabilities and LGBTQ+ people.

To apply please email a CV and covering letter addressing how you meet the essential criteria (no more than 500 words) to [info@opencitylondon.com](mailto:info@opencitylondon.com) with the subject line “Events Coordinator Application”.

Applications close at 11:59pm on Monday the 21st of June. Interviews will be held w/c 5th of July.