



Team recruitment:

LOCO London Comedy Film Festival 2019

<http://locofilmfestival.com/>

Position: LOCO Head of Industry Events

Period of work: Feb – July 2019

Dates of Training Events: 8th - 14th July 2019

Dates of Festival: 11th-14th July 2019

Overview of LOCO and the LOCO London Comedy Film Festival:

LOCO was set up in 2010 as a not-for-profit foundation to support and celebrate the world's most original comedy cinema, with a view to kickstarting a new generation of comedy filmmakers. Ultimately we hope to help to build a bigger, better and more diverse British comedy film industry.

The festival is now in its seventh edition. LOCO also runs events throughout the year, including training, development and mentoring programmes for comedy filmmakers, screening events including previews and premieres, and kids' School of Slapstick workshops.

LOCO London is now the world's leading comedy film festival. LOCO's aim is to become the International kitemark for comedy film by the year 2025.

Overview of role:

The Head of Industry Events is a key role that involves the planning and delivery of LOCO 2019's series of training and networking events. Working alongside the Festival Director and Festival Producer you will lead in maintaining the training budget, recruiting guest speakers and working with the Social Media Manager to recruit delegates; acting as the key point of contact for all.

In previous years LOCO has run the hugely successful Kickstart Your Comedy Career training programme aimed at writers, directors, producers who are trying to develop their creative talents into a workable career. In 2019 the training programme will broaden its audience with a series of training sessions aimed at comedy producers, writers and directors at a variety of career stages.

We pride ourselves on providing an exciting, fun and fulfilling festival experience for team members. We are committed to professional development and are keen to involve our senior staff in larger strategic discussions as well as the day-to-day running of the festival.

LOCO is still relatively young and we are excited for team members to help us to shape the festival moving forward. Where possible and desired, we will work with team members on an ongoing and long-term basis.

Key Roles and Responsibilities:

Guests and Delegates

- Taking a lead on recruiting guest speakers and managing the related agreement with them.
- To be the main point of contact for guests and delegates and to be reachable by them at all times during your tenure on the festival (within reason) and to oversee all training guest liaison including invitations, guest transport and hospitality.
- To handle any issues and problems fast, confidently, and constructively.
- To ensure clear communication with the Festival Producer in particular with regards to resourcing challenges or problems.
- To accurately and faithfully represent and communicate the festival ethos and personality to festival guests, delegates and public audiences.

Finance and Administration

- Create and maintain a training budget keeping the Festival Director and Festival Producer regularly updated on any changes to budget forecasts.
- Along with the Festival Producer, set-up and maintain a booking/payment system for training sessions and events.
- Dealing with any admin around payments and contacting delegates where necessary.

Marketing

- To mine existing and new marketing databases/contacts and work with the social media manager to recruit delegates.
- To oversee the creation of training marketing assets including social media messaging, brochure and website copy etc.

Training Delivery

- To work with the Festival Director and Producer (and any related team members) to finalise the training schedule and manage the schedule throughout, making changes where necessary with full foresight and consideration.
- To work with the team at BFI Southbank in such a way as to continue the excellent working relationship that exists.
- To establish the technical and production requirements for all training sessions and to source any required resources eg, staging, AV requirements etc.

- Oversee the set-up and de-rig of all training spaces, directing volunteer staff where required.
- Greet and direct guest speakers acting as their main point of contact during their time on site during the event.
- To liaise with event producers, BFI production team and the Festival Producer to ensure that the training events run smoothly.

Evaluation

- Assist in the creation of evaluation forms and oversee the printing, distribution and collection of these during the festival training days/equivalent online.
- Create a post-festival evaluation report based upon feedback from delegates and speakers.

Equality and Diversity Policy

- It is the company's policy not to discriminate on the grounds of gender identity, marital status, ethnicity, sexuality or disability and it is the responsibility of the Head of Training to not only adhere to this policy but to aim to recruit a diverse range of guests and delegates to also reflect this commitment
-

Requirements

- Experience of working in training planning/delivery, in particular relation to TV, film training, is essential.
 - Experience working within film, TV and/or the comedy worlds with a network of contacts in any of these industries is highly desirable but not essential
 - Experience of creating and maintaining workflows in relation to event project management and delegate databases is highly desirable
 - A sense of initiative is important – you will often be left to your own devices while everyone gets on with their own tasks, and we need to know that you can be proactive and decisive, while knowing when to take a challenge or thought to the rest of the team.
 - Excellent organisational and communication skills with good attention to detail.
 - It is essential to be a team player, but equally you need to work well alone and able to motivate yourself.
 - Flexibility with regard to working hours (there may be a requirement to work outside contracted hours including some evenings and weekends by prior arrangement and with correct additional pay).
 - To approach any problems or stumbling blocks in a positive and constructive manner, behaving professionally at all times.
 - Tact and discretion.
 - Chemistry plays a large role in LOCO's recruitment decisions and so a face-to-face (or Skype) interview will be key and recommendation is beneficial. The LOCO team is a small and tight one, and it is important that we communicate well and have fun working together
-

Terms

Fee negotiable (approx 35 days work)

- We would like the successful applicant to begin work asap to start booking in guest speakers.
 - We ask that you manage your hours however you see fit in order to fulfill the roles and responsibilities as laid out above. If you have any queries about the workload in light of the pay, then please bring these to light asap – ideally at the start so that we can re-prioritise, delegate or change the job spec. If it becomes apparent during your tenure that there are issues with time commitments etc. please do not hesitate to get in touch with us and we will find other workarounds to ensure that no-one is being over-stretched.
 - You should be able to check emails daily throughout the booking period for the training programme in order to answer any urgent queries from delegates and speakers (around 8 weeks leading up to the festival)
 - You will be able to work remotely for the majority of your time on the festival. In the weeks approaching the festival, we often work from one space e.g. BFI Southbank. You will be welcome to join us, particularly at times when instant communication is beneficial!
 - During the festival training days itself, we will expect you to physically be at BFI Southbank for most of the week commencing 8th July through to Sunday 14th July.
 - If you are concerned that you do not have enough time to complete the tasks above, then please let us know asap at or before the start of your contract, so that we can re-prioritise, delegate or change the job spec.
-

To apply:

Please send your current cv, with a covering note stating the role you are applying for, to:

hello@locofilmfestival.com.

We will reply to your email within 3 days unless otherwise stated.

Deadline for applications: Feb 15th 2019

Thank you!