

Ffilm Cymru Wales

Job Description:

Freelance Foot in the Door Event Assistant

This is the information pack for the post of:

Freelance Event Assistant for Foot in the Door

The following information is provided to assist you with your application. More information about Ffilm Cymru can be found at www.ffilmcymruwales.com

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Welcome

Thank you for your interest in this exciting post. The successful applicant will be joining Ffilm Cymru during a unique period of growth, with newly delegated funds from Welsh Governments' Creative Wales complementing our funds from the Arts Council of Wales as their delegate for film, and from the British Film Institute to run BFI Network Wales.

We've also recently raised funds to support a greener screen industry and to build upon our Foot in the Door programme of work, breaking down socio-economic barriers to a career in screen. As the development agency for Welsh film, it's important for us to work toward long-term impact. Whilst this role will often involve the detail of exciting projects led by Welsh talent, it's also likely to suit someone who is interested in systemic change and is excited to see what they can learn from other parts of the company.

We look forward to receiving your application.

Kim Warner, Head of Production

How to Apply

Unless we've agreed an alternate application format with you, you should email a CV and cover letter to Project Co-ordinator Karina Kiki at karina@ffilmcymruwales.com outlining your availability and clearly illustrating how your experience and skills meets the minimum requirements and the job specification detailed within this pack.

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Please submit your application by **Midday, Thursday 20th October 2022.**

Ffilm Cymru is not a licensed sponsor for VISAs and as such you must already have the Right to Work in the UK to apply for this role.

Interviews will be held on Friday **26th October 2022**, either online or in person.

Access Support and Inclusion

We believe in a sector that works for everyone and we are passionate about broadening access to the screen sector.

We will offer an automatic interview to all candidates who meet our Minimum Requirements for the role and who identify as People of the Global Majority, as Black, Asian or Minority Ethnic or as D/deaf, hard-of-hearing, Disabled or neurodiverse.

For applicants with access requirements, for example individuals who are D/deaf, hard-of-hearing, Disabled, neurodiverse, and people with sight loss, support is available to complete an application. Please contact us to let us know how we can help. For example, we can cover the costs of a BSL interpreter for a meeting with us prior to making an application, scribing support for dyslexic applicants, or agree alternative formats for applying such as video applications or slide decks. We'll be guided by you.

Please contact Karina Kiki on **karina@ffilmcymruwales.com** to discuss your requirements in advance of making an application.



UK Government Wales
Llywodraeth y DU Cymru



NEWPORT
CITY COUNCIL
CYNGOR DINAS
CASNEWYDD

Ffilm Cymru Wales

Job Description:

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After you apply

You'll receive confirmation that your application has been received within one day of submitting and will be provided with a link to a diversity monitoring form, which helps us in our commitment to diversity and inclusion. All questions have a prefer not to say option. For information on how Ffilm Cymru processes applicant data, please refer to [our Privacy Policy](#).

You will hear whether you have been shortlisted to interview within two working days of the application deadline.



UK Government Wales
Llywodraeth y DU Cymru



NEWPORT
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Job Advert

Title:	Foot in the Door Event Assistant
Term:	Freelance (Approx. 80 hours between 31 st October and December 2 nd 2022).
Salary:	£12.50 per hour with travel and overhead expenses covered.
Deadline:	Thursday 20 th October at midday
Interviews:	Friday 26 th October 2022.

Key Responsibilities

- Support the event management team with the event booking system, guestlists and pre-event guest services to answer event queries particularly in the weeks leading up to the event;
- Organize delegate transport in advance of event;
- Preparation of delegate packs;
- On the day of the event, be responsible for parking ticket validation for delegates;
- On the day of the event, support the event management team to steward the event and act as a point of contact for the venue event staff and the external AV technicians.
- Any other reasonable associated tasks that may be required, such as assistance with preparations of risk assessments, etc.

Skills and Experience

- Good communication skills including using the telephone and responding to email;
- Good organizational skills & an attention to detail;
- Experience of keeping records using MS Word & Excel.



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We stand in solidarity to say **NO** to racism and commit to a **#ZeroRacismWales**

DO YOU?

Sign our policy today.
www.zeroracismwales.co.uk

Ffilm Cymru Wales

Ffilm Cymru is the development agency for Welsh film and is dedicated to advancing a thriving sector that we can all be proud to call our own. We do this by:

- Working with partners to advance the position of film in Wales and beyond
- Creating an environment for more inclusive, innovative, and green ways of working to be tested, integrated, and shared

- Engaging people of all ages and abilities in creative learning
- Developing the future screen workforce through a range of training programmes
- Investing in unusual and risk-taking films and their makers from an early stage
- Offering exciting cinematic experiences to audiences across Wales

We manage national lottery funding on behalf of the Arts Council for Wales and the British Film Institute, as well as funding from the Welsh Government via Creative Wales. Our work maps closely to the Programme for Welsh Government, particularly the Wellbeing of Future Generations Act, due to the creative, economic, and cultural mix of our sector.

Ffilm Cymru was established in 2006 and is a Community Interest Company. In 2018 we launched our [Strategic Plan 2018-2024, which can be read here.](#)