

Greenbelt Volunteers Programming Group Co-ordinator (Film)

Greenbelt is striving to ensure that all volunteers are treated well and there is clarity on both sides of what is expected. As part of a wider commitment to developing all our volunteers, the Trustees and Management group have committed to have a document that captures this information for each volunteer role or group of roles.

This document acts as a summary of the role, outlines why the role exists and what it entails.

The volunteer's role

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| What is the name of this volunteer role? | Film Programme Co-ordinator |
| What area of the festival will the volunteer work in? | Programming |
| What is the purpose of this volunteer role? | To coordinate the delivery of Greenbelt's film programme, in conjunction with the Head of Content, and to contribute to the artistic vision of the festival. |
| What is the duration of the appointment? | One year (November - November) |
| What are the main tasks? | <ul style="list-style-type: none"> • To programme all film showings, events and AV installations which take place at the festival. • To generate ideas for potential film screenings, artist bookings and other programme ideas. • To pursue contacts where appropriate. • To ensure that any film submissions are reviewed by the film subgroup and responded to accordingly. • To attend relevant events to review the suitability of potential contributions. • To take into account all age directives and accessibility issues in the film programme. • To manage the film budget, in conjunction with the Head of Content and Programme Co-ordinator. • Negotiating the use of Festival venues for film purposes with the Head of Content. • To work closely with the Big Screen delivery team to programme the screen. • To appoint a Film Administrator. • In conjunction with the Head of Content and Programme Co-ordinator, to agree the number of volunteers required for the sub-group and to recruit to that target. • To work with the Head of Content in the continued development of the Film Subgroup. • To co-ordinate and chair the Film sub-group, arranging and attending meetings as appropriate throughout the year (approximately 3-4 meetings each year). • To work closely with the Talks Co-ordinator advising and leading where appropriate on potential film speakers • Serving as the link between film volunteers and the wider Greenbelt vision, as well as communicating relevant information from the Programming Group and wider organisation to volunteers • To assist in the organisation of a brainstorm meeting in November/December. • To attend the joint Programming & Festival Operations winter weekend (late November) • To attend Programming Group Meetings from January - |

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| | <p>June (Saturdays), held every 6 weeks approx.</p> <ul style="list-style-type: none"> • To provide a monthly report to the Head of Content (January - May) • To ensure relevant marketing & publicity material is acquired for each element of the worship programme, and is sent through to the Programme Co-ordinator as bookings are made. • To work with the Programme Co-ordinator to ensure all logistical needs are met (including timely payments, meal voucher & pass requests) • Overseeing the management and running of dedicated literature venues on site. • To produce a final budget for, and written review of, the film programme post festival. |
| To whom is s/he responsible? | Head of Content & Programming Group Chair |
| Are any other volunteers directly responsible to the role holder? Which roles? | <ul style="list-style-type: none"> • Film administrator • Film subgroup members • Big screen technical team (in a programming capacity) • Any other volunteers appointed to assist with the film programme at the festival |
| What is the time commitment required from this role? | <p>During the year:</p> <ul style="list-style-type: none"> • Weekday/evening film meetings approximately 3-4 times each year • Joint Programming & Festival Operations winter weekend (late November) • Programming Group meetings (Saturdays), approx every 4-6 weeks (January - May). • Other regular meetings with the Head of Content, as required (approx 4 a year). • Frequent email correspondence from January onwards. • Other duties as required. |
| | <p>At the Festival:</p> <ul style="list-style-type: none"> • General oversight of the film programme, including artist liaison. |
| | <p>Post-Festival</p> <ul style="list-style-type: none"> • One film review meeting • One programming group review meeting • Contact with the Programme Co-ordinator as required to finalise payments, licenses, etc. |

Volunteer profile for this role

| | | Is this essential (E) or desirable (D)? | Must be brought in (B) or could be trained (T)? |
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| What attitudes and skills do we need volunteers in this role to have? | Creative thinking Organisational skills Interpersonal skills Volunteer management Ability to work under pressure Flexibility Self-motivation Must be in sympathy with the greenbelt mission statement (see below) | E E E E E E E E | B B T T B B B B |
| What experience do we need volunteers in this role to have? | Firsthand Experience of Greenbelt Familiarity within Greenbelt's artistic vision/ethos Knowledge of, and engagement with a range of forms of film, AV, and other relevant culture. | D E E | B B B |

Greenbelt's values & policies

"Greenbelt is an independent Christian charity working to express love, creativity and justice in the arts and contemporary culture in the light of the Christian gospel. " All volunteers have to be in sympathy with this statement.

All volunteers are also expected to comply with the following Greenbelt policies (written policies available on request):

- Data Protection
- Equal Opportunities
- Health and Safety
- Child Protection
- Confidentiality
- Site Build Safety Policy