



GAZE INTERNATIONAL LGBT FILM FESTIVAL FESTIVAL MANAGER ROLE DESCRIPTION

FESTIVAL Details

August Bank Holiday weekend 2018

Lighthouse Cinema - Smithfield

GAZE LGBT International Film Festival has spent 26 years bringing groups of strangers and friends together in dark rooms for intimate, breathtaking, mind-bending, life-altering cinematic experiences. Well that's what our friends say, anyway! GAZE has grown to become one of the most respected queer film festivals in the world. We treasure the atmosphere of the festival weekend, where friends and not-yet-friends experience hand-picked feature films, short films and documentaries together. Lots of these films will only ever be screened once, and only at GAZE.

The Board of Directors invite applications for the position of Festival Manager for GAZE 2018

Application Deadline - Monday 30th April

Interviews - Thursday 3rd May

Start Date - as soon as the right candidate is available

Job Description

Reporting to the Board of Directors of GAZE, the Chairperson will be the primary point of support and contact. The manager will be supported by the three sub-Committees established by the Board;

- Development and Finance
- Marketing and Communications
- Programming and Events

The manager will be expected to work closely and communicate with the board and its committees to ensure the smooth delivery of the festival within Board approved budget and in accordance with Board approved timelines. The Manager is responsible for the day to day running of the festival, including oversight of Festival Staff, to ensure the adherence to the production timeline.

Lighthouse/Venue

- Maintain relationship with Key Staff
- Supervise Box Office in liaison with Venue
- Oversee technical requirements for Venue
- Liaise with Lighthouse to ensure timely Print Management

HR Management

- Identify duties for interns and train and delegate as appropriate
- Support the Festival Programmer

Financial Management

- Keep the financial books and records of the Festival updated
- With support from the Development and Finance sub-committee, prepare bank reconciliations and issue to the Board in advance of each Board meeting
- Prepare Quarterly Management Accounts from the books and records and issue to the Board in advance of relevant Board meetings
- Monitor spend in accordance with Budget
- Day to day banking
- Organise invoices and payments
- Prepare VAT returns
- Monitor petty cash
- Report to Board on regular basis, ensuring festival is brought in within budget.

Friends Programme

- Prepare letters/mailouts to Festival Friends
- Follow up (support from selected Board members) with calls to Friends/Potential Friends
- Manage all communication with Friends to ensure good relationship
- Maintain Database of Friends

Programme

Oversee Production of the printed and online Festival Programme:

- Editing
- Design
- Proofing
- Printing
- Delivery to Distributor

Guests

- Liaise with guests re. availability and travel/accommodation arrangements
- Book flights where relevant
- Seek accommodation deals/sponsorship
- Book accommodation
- Provide Welcome/Info Packs to guests
- Organise transport (in liaison with selected Board Members)

Volunteers

- Recruit and select suitable Volunteer Coordinator and volunteers
- Prepare brief and training
- Support scheduling of volunteers during Festival
- Supervision
- Provide ID and ticket allocation for Volunteers
- Coordinate Audience Awards
- Coordinate Audience Research Sheets

Marketing and Advertising

- Prepare copy for marketing/publicity materials
- Liaise with RTE, Irish Times and other media regarding Advertising Support
- Liaise with Programmer and PR Agency re. Interviews and all media coverage
- Prepare and monitor Mailouts
- Liaise with Tourism Agencies
- Solicit Advertising in Programme (Incentivised)
- Organise of delivery of all ad artwork to designer for programme

Sponsorship and Grant Applications

- Prepare and Submit all relevant grant applications on a timely basis and manage relationship with Grant Bodies
- In conjunction with relevant Committee(s), manage relationship with sponsors
- Deliver on agreed arrangements with sponsors
- Supply all sponsorship logos and other materials for programme print to designers
- Billing and collection

Please email your CV and a one page cover letter to our Chairperson, Sarah Williams, at Director@gaze.ie

We look forward to hearing from you!