



BROUGHT TO YOU
BY
THE ROYAL
AFRICAN SOCIETY

Job Title	Film Africa 2020 Production Intern
Contract Period	Tuesday 1 st September to Friday 13 th November (11 weeks)
Hours	2 days p/w & full-time during 10 days of the festival
Festival Dates	Friday 30 th October to Sunday 8 th November 2020
Location	Remote working, with potential for on-site working (TBC)
Reports to	Film Africa 2020 Festival Producer
Fee	£1,500 (to be paid in 3 monthly instalments)

About us

Film Africa is the Royal African Society's biennial festival and year-round programme celebrating the best African and African diaspora cinema. Established in 2011 with the remit of promoting a better understanding of Africa through film, every year Film Africa brings diverse London audiences a high quality and wide-ranging film programme accompanied by a vibrant series of events, including director Q&As, talks and discussions; industry events, workshops and masterclasses; school screenings and family activities through *Film Africa: Young Audiences*; and Film Africa *LIVE!* music nights. Film Africa also recognises and supports emerging and established talent through the Baobab Award for Best Short Film and the Film Africa Audience Award for Best Narrative Feature.

The Royal African Society is a membership organisation that provides opportunities for people to connect, celebrate and engage critically with a wide range of topics and ideas about Africa today. Through our events, publications and digital channels we share insight, instigate debate and facilitate mutual understanding between the UK and Africa. We amplify African voices and interests in academia, business, politics, the arts and education, reaching a network of more than one million people globally.

Job Overview

We are looking for someone passionate about African film to join our small festival team in the lead up to the 9th edition of Film Africa. This is a great opportunity for someone who wants to gain experience in producing an established festival, working as part of a dedicated and supportive team.

Film Africa 2020 will take place predominantly online, and may be accompanied by a small programme of physical screenings across five London venues. Reporting to the Festival Producer, the Production Intern will support across key areas of festival planning and delivery, including: submissions, events and contributor logistics, volunteer management, marketing and evaluation. The role will entail the following main tasks and responsibilities:

Production

- Assist with the creation of the Film Africa 2020 production schedule.
- Assist the Festival Producer in the overall planning and delivery of the festival.
- Conduct any other relevant tasks as requested by the Festival Producer.



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Events & Contributor Logistics

- Assist with the planning and delivery of all virtual and live festival events, including the Baobab Award online jury screening.
- Collate biographies and headshots of all festival contributors, and compile speakers' briefings and programme notes in a timely manner.
- Assist with logistics and booking catering for Opening & Closing Galas (TBC).
- Coordinate the complimentary ticket system for venue screenings (TBC).

Marketing & Communications

- Manage the Film Africa info email account and answer general queries.
- Respond to all eligible submissions on FilmFreeway by the stated notification date.
- Collate marketing collateral for all selected films, including successful submissions.
- Support the successful delivery of the festival marketing strategy, as required.

Volunteer Management

- Assist in the recruitment approx. 12 volunteers to help with venue screenings.
- Coordinate volunteers' availability and create and maintain the rota schedule.
- Manage volunteers' induction, and create and disseminate volunteer festival packs.
- Create and manage a volunteers' WhatsApp group during the 10 days of the festival.

Evaluation

- Submit an evaluation and feedback report after completion of Film Africa 2020.
- Ensure volunteers are trained up in effective QuickTapSurvey use (TBC).
- Gather and record audience and contributor feedback from informal conversations.
- Support the monitoring and evaluation of the festival in other ways, as required.

Person specification

The successful applicant for this role will have the following skills, attributes and experience:

Experience

Experience working in events / festivals / the cultural sector	E
Experience in watching and discussing a diverse range of films	D
Experience using a range of social media platforms	D

Skills and abilities

Excellent organisational skills and attention to detail	E
Strong inter-personal skills & ability to work as part of a small team	E
Excellent written and verbal communications skills	E
Proficient standard IT skills (Word, Excel, Powerpoint, etc)	E
Ability to use Adobe Photoshop or equivalent	D



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Personal qualities and attributes

Ability to remain calm under pressure	E
Ability to be flexible and respond to changing priorities	E
Enthusiastic, self-motivated and adaptable	E
Knowledge and/or keen interest in African cinema	D
Commitment to the values and ethos of Film Africa & RAS	E

*E = Essential

*D = Desirable

Application Process & Deadline

Please send your CV and covering letter (max 2 pages for both documents) explaining why you think you would be suitable for the role based on the criteria outlined above to:

Sarah Wechselberger
Film Africa 2020 Producer
E: production@filmafrica.org.uk

Application deadline: Wednesday, 5th August 2020, 10pm BST

Interviews: Wednesday, 12th August 2020

Result: Monday, 17th August 2020

We accept applications from people who are based in in the UK and currently have the right to work here. As a small charity, we are not in a position to sponsor visas for international applicants.

We want to contribute to making the film and wider cultural industry more ethnically diverse and inclusive and particularly encourage applications from people of African heritage and other BAME backgrounds who are currently underrepresented in the sector.

We regret that due to limited resources we are unable to provide individual feedback on unsuccessful applications.

Film Africa 2020 is supported by the BFI Audience Fund, the British Council and the Miles Morland Foundation.