



JOB DESCRIPTION

PRODUCTION ASSISTANT

Alchemy Film & Arts seek a motivated, attentive and detail-oriented Production Assistant to support the production and delivery of the fifteenth edition of Alchemy Film and Moving Image Festival (1 - 4 May 2025).

Working with Alchemy's Directors, Producer, Project Coordinator, Engagement Coordinator and Technician, the Production Assistant will provide support towards all aspects of the festival's production, including hospitality, marketing, access plans, evaluation and volunteer recruitment.

They will actively represent Alchemy, upholding its values, policies and frameworks in the delivery of the UK's festival of experimental film and artists' moving image.

ALCHEMY FILM AND MOVING IMAGE FESTIVAL

Alchemy Film and Moving Image Festival is the UK's festival of experimental film and artists' moving image, and the flagship event of Alchemy Film & Arts, taking place in a warm, intimate and inclusive setting in the Scottish Borders town of Hawick each spring.

Presenting an international programme of cinema screenings, moving-image exhibitions, live performances and a ceilidh in venues around town, the event is known for the openness, solidarity, humour and non-competitive nature with which it is delivered.

The Skinny, Scotland's culture magazine, has described Alchemy's flagship event as a 'film festival unlike any other in Scotland, with a distinctive focus on unusual, experimental filmmaking that blurs the boundary between cinema and visual arts.'

Art Monthly has written: 'All films were captioned, and many had audio descriptions too, demonstrating that the festival team's verbal commitments to questions of access and the democratisation of experimental film are not merely theoretical.'

Little White Lies wrote: 'I think I caught a glimpse of something invaluable that weekend at Alchemy: that another world is possible, in some ways already here and being imagined, and that together, we can and must bring it to life.'



ALCHEMY FILM & ARTS

Alchemy Film & Arts is based in the Scottish Borders town of Hawick. We work with artists and communities across local, national and international contexts, using film as a way to come together, have conversations and strengthen community.

We deliver the UK's festival of experimental film and artists' moving image; an award-winning programme of community filmmaking, skills development and creative learning; and Scotland's only film-specific residencies programme, supporting the generation of new knowledge through long-form, practice-led research and multidisciplinary partnerships.

We are constantly questioning the broader contexts in which we live and work. Through collaboration and a critically engaged practice that places inclusion and equity at its centre, we aim to put Hawick on the map as Scotland's Film Town, and contribute to a fairer creative industry.

Our team takes pride in the care and clarity with which we deliver our work, and in the warmth and hospitality for which we are known. In all that we do, we value openness, experimentation, creativity, solidarity and humour.

PRODUCTION ASSISTANT

The Production Assistant is a key support role in the delivery of the fifteenth edition of Alchemy Film & Arts's flagship event.

Motivated, attentive and detail-oriented, the Production Assistant will work with core Alchemy staff and other festival team members, providing support towards all aspects of the festival's production, including hospitality, marketing, access plans, evaluation and volunteer recruitment.

They will actively represent Alchemy, upholding its values, policies and frameworks in the delivery of the UK's festival of experimental film and artists' moving image, ensuring a quality and meaningful cultural experience for Alchemy's wide range of stakeholders.

RESPONSIBILITIES

- Provide key administrative and communications support on all aspects relating to hospitality, including liaising with local accommodation providers and catering suppliers
- Support with marketing, comms and PR—including the generation and execution of marketing plans, welcome packs and other key documents
- Liaise with and respond to enquiries from artist filmmakers and other

delegates

- Data collation for EDI (Equalities, Diversity and Inclusion) monitoring
- Evaluation assistance—generate surveys for audience feedback
- Media assets collation for screenings, print, online and access-related materials, including Festival programme
- Attend regular team and production meetings
- Support with volunteer recruitment and retention
- Providing technical support on exhibition installations
- Post-festival de-install assistance
- Provide on-the-ground assistance during the festival, ensuring clarity of information across all aspects of the event
- Assist with web/CRM administration
- Work in line with Alchemy's policies and values

REQUIREMENTS

- Equivalent experience in a similar role
- Excellent communication skills
- Data collation and management skills
- Ability to multi-task
- Confidence using Office 365 and Adobe suite
- Understanding of Alchemy's rural working context

Due to the collaborative and place-based nature of Alchemy's operations, **this role is required to be undertaken onsite in Alchemy's Hawick-based offices.** Where necessary, relocation support will be discussed with the successful applicant.

TERMS

Working Hours

32 hours per week across 4 days per week

Term

7 months fixed term (28 October 2024 to 29 May 2025)

Salary/Rate

£26,500 pro rata (£12,367 for 7 months part time)

Location

Hawick, Scottish Borders

Holiday

19 days

Reports to

Alchemy's Producer

APPLICATION

To apply for the Production Assistant role, please submit the following to Michael Pattison, michael@alchemyfilmmandarts.org.uk, by 5pm on Wednesday 2 October:

- **CV** demonstrating your skills and experience suitable to the role.
This can be submitted as a PDF (one side of A4 suggested), or as an audio or video recording (no more than two minutes in length).
- **Cover Letter** detailing who you are, what draws you to the role, how your skills and experience make you a suitable candidate for the role.
- **Contact details of two referees**

Please include 'Production Assistant' in your email subject and include your name in the title of all attached files.

Deadline for application

Wednesday 2 October 2024, 5pm

Notification of interview

Friday 4 October 2024

Interviews

Interviews for this role will preferably take place in person in Hawick on Thursday 10 October. We will provide interview questions in advance and will inform interviewees of who will be present on the panel.

We can support travel costs related to the interview, and can provide additional support in terms of access provision—please notify us of access measures you require.

OTHER INFORMATION

Alchemy Film & Arts is a diversity-led organisation and we place inclusion and equity at the centre of our work. We encourage applications from individuals who experience barriers to working in creative and rural contexts, and will work to ensure appropriate support and infrastructure in accordance with this.



Alchemy Film & Arts is committed to ensuring that your privacy is protected and will only use personal information and data provided in line with our GDPR and Privacy Policy: <https://alchemyfilmmandarts.org.uk/practice/policies/>