



GALWAY FILM FAIR MANAGER

Information Pack March 2023

Galway Film Fair is seeking to recruit a dynamic, experienced, and highly motivated professional to fulfil a new full-time 18-month contract as Film Fair Manager, commencing March 2023.

www.galwayfilmfleadh.com

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Film Fair Manager at Galway Film Fair

18-Month Contract from March 2023

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About

The Galway Film Fair is the umbrella term for the industry events which take place as part of the Galway Film Fleadh which includes The Marketplace, The Fleadh Forum, Masterclasses and Panels & Events. The Film Fair aims to promote co-production on a European & International level and foster sustainable industry relationships to benefit European Filmmakers. The Film Fair is an in-depth business-to-business event which offers a 360-degree marketplace experience.

Main Objectives

The Galway Film Fair's objectives are:

- to promote co-production on a European & International level and foster sustainable industry relationships to benefit Irish and European Filmmakers.
- to deliver a unique, productive and valuable b-2-b event for Filmmakers to engage with international Markets via pre-scheduled one-on-one meetings.
- To provide a bridge to English-speaking markets for European content
- To improve the circulation of European A/V works as a 'Transatlantic Bridge' and via strong relationships with North American companies
- To Improve the circulation of Irish-Language works across Europe and the world; to provide invaluable access to markets for European content via delegations, Market Screenings, and the dissemination of work through the Europa Film Festivals Network.
- To explore and research industry trends including VR and Gaming and continue to adopt practices that promote sustainability

Overview

The Galway Film Fair presents many events and panels providing added value and crucial upskilling and networking opportunities to participants, completed films and the circulation thereof often result directly from these events. These include:

- The Marketplace
- The Fleadh Forum
- Masterclasses
- Pitching Competition
- Events, Panels & Workshops
- Europa Film Festival Network Events

The Marketplace

The Galway Film Fair events take place over four days during the Galway Film Fleadh and includes the marketplace which is a unique opportunity for new talent to take pre-scheduled meetings with leading international financiers, distributors, sales agents, broadcasters, and major producers (up to 700 meetings) in an intimate and informal atmosphere, creating long-term partnerships.

The Fleadh Forum

The Fleadh Forum is a conference event for filmmakers and industry professionals to explore and exchange ideas.

Masterclasses

Our annual masterclasses offer actors, directors, and filmmakers a unique opportunity to learn from experts in their respective fields in an intimate, engaging environment.

Pitching Competition

The Galway Film Fair Pitching Competition has emphasised the fact that good writing is still the backbone of the audio-visual sector and has provided many writers with an opportunity to get their first start in the industry. The 10 finalists pitched their ideas (90-second elevator pitch) to a panel of industry leaders and decision makers.

Events, Panels & Workshops

The Galway Film Fair hosts many panels, interviews, debates and workshops with leading industry professionals covering all aspects of film.

Europa Film Festivals Network

Europa Film festivals is a network of 12 European Film Festivals and borne out of a Galway Capital of Culture 2020 project named 'Peripheral Visions'. The network first met at a conference during the Galway Film Fleadh in 2017 and laid the foundation for a sustainable structure for independent European festivals. The Networks primary purpose is to formalise a system for sharing information strategies and culture providing a strong, united voice in Europe.

Stakeholders & Partnerships

The Galway Film Fair gratefully acknowledges the support of a broad range of investors, partners and sponsors who share and invest in our vision. These include: Fís Éireann/Screen Ireland, Creative Europe MEDIA, Broadcasting Authority of Ireland and Northern Ireland Screen.

Cultural Capital

Galway City, a designated UNESCO City of Film and former European Capital of Culture Galway 2020 is the capital of the West of Ireland and the gateway to Connemara in western Ireland, facing the Atlantic. Galway is a thriving and rapidly expanding hub of economic, industrial, research and business development - the arts and culture are central to the fabric of life in Galway and Galway Film Fleadh and Fair works in close collaboration with its cultural and academic partners such as Ardan, University of Galway, GRETB and ATU to present and promote Galway's world class cultural offering.

Overview of Role

The Galway Film Fair Manager will play a significant role in developing and delivering Galway Film Fair's overall objectives and ambitions, contributing to the ongoing strategic development of the Marketplace. The Film Fair Manager will work closely with the Festival Director, manage the Film Fair Team, and support the Marketing and Technical Team as required. The festival prides itself on maintaining a tight-knit and supportive working environment.

The Galway Film Fair Manager's primary responsibilities are to develop year-round activity, support Marketplace and Fair delivery in line with GFF's ethos, strategy, and objectives, delivering written funding applications and contribute to the Galway Film Fair's development plan in consultation with the Festival Director and Board.

Reporting to:	Festival Director
Key Internal Relationships:	Director of Programming Marketing Manager Festival Administrator, Bookkeeper
Key External Relationships:	Irish and international Film Distributors and Sales Agents Irish and international Filmmakers and Production Companies Festival Funders, Stakeholders and Media

Job Description and Core Competencies

This job description provides an outline of the key day-to-day responsibilities of the role. Key responsibilities will be:

1. Planning of the Marketplace from 2023: responsible for scheduling and overall Film Fair organisation and year-round activity in consultation with the Festival Director.
2. Film Fair Team Management: lead, manage, support and develop the Film Fair team
3. Film Fair Management: Contact with distributors, sales agents, filmmakers, etc, maintaining relationship management and keeping up to date with industry news and events.
4. Film Fair Delivery: planning Film Fair events, marketplace scheduling, Film Fair administration and financial management in line with timeframes
5. Marketing: timely development, assignment and delivery of Film Fair event synopsis, marketing and promotional notes and additional copy as required
6. Film Fair Delivery: invitations to industry decision-makers, oversee Producer applications, co-ordinate with Festival Director and programmer regarding Film Fair events, oversee and supervise marketplace schedule.
7. Programme Administration: information for events, regular meetings with Festival Director and Programme Team.
8. Strategic Consultation: actively contribute to the Film Fair's strategic development
9. Film Fair Representation: visits and represents Galway Film Fair at selected international festivals and effectively articulates and represents its mission to all stakeholders, acts as a face of the Film Fair in order to promote it in the press through media interviews and commentary.
10. Year-round activity: develop activity that will help to create year-round visibility for the Galway Film Fair
11. Engage and maintain partnership with Europa Film Festivals
12. Delivering copy for funding applications and post-event reports

Galway Film Fair Management Activities:

- Oversees the structure of the Film Fair's 27th edition in 2023 to an agreed scale, in consultation with the Festival Director, so that all aspects, (marketplace, events and ancillary activities) coalesce into a cohesive programme.
- Research international industry content, liaising with distributors, sales agents and filmmakers, and attending events as required.
- Identify and invite appropriate industry and personnel to attend Galway Film Fair in support of marketplace meetings and events.
- Engage with and maintain existing relationships with broadcasters, financiers, sales agents and distributors.
- Support Film Fair partnerships/activities in support of the Film Fair's strategy: e.g., Creative Europe Media, Fís Éireann/Screen Ireland and the Broadcasting Authority of Ireland
- Maintain updated database of decision-makers, producers contacts, etc., as per Galway Film Fair protocols and schedule
- Communicate regularly with the Festival Director on industry updates and monitor the progress of the Film Fair Team, providing management and support as required.

Galway Film Fair Delivery:

- Adhere to agreed Film Fair schedules regarding marketplace and events, marketing and administrative deadlines
- Oversee the Film Fair schedule, in consultation with the Festival Director, Programme Team, and venues as required, drawing on analysis from previous events
- Develop, deliver and participate in year-round Film Fair activity.
- Attend industry meetings, as required to meet with the sales agents, distributors, and develop relationships with key partners, as necessary.
- Attend planning and development meetings, and stakeholder/funder meetings as required.
- Participate fully in the festival in July, hosting guests and events, undertaking interviews etc.

Administration:

- Maintain accurate and timely records of negotiations and adhere to Galway Film Fair financial and administrative procedures and templates
- Provide Film Fair updates and reports as required by the Festival Director and Board
- Provide post-festival reports, analysis and funding applications as directed by the Festival Director

Management, Consultation and Support:

- Manage, support and develop the Film Fair team, ensuring clear objectives/deliverables are set, monitored and achieved by conducting regular reviews, progress meetings and following the Film Fair's performance management process and organisational policies
- Represent Galway Film Fair locally, nationally, and internationally, stewarding and supporting the development of our reputation and brand
- Play an active role in developing the Galway Film Fair's role and status and further establishing the Film Fair's role nationally and internationally, representing the Galway Film Fair at external events as required.

Key Requirements of the post:

The ideal candidate for this position will be an exceptional individual with demonstrable strategic experience in the film industry and/or film arts organisation, and with the following experience:

- Significant knowledge of the national and international film landscape
- At least 3 years working at a senior level within the film industry
- Proven experience and success in planning, communication and relationship -building skills.
- An established network of productive relationships with external contacts in film sales and distribution agencies, cultural institutions, film festivals and film organisations, in Ireland and internationally
- A natural capacity to facilitate and develop meaningful collaborations with commercial partners
- A track record of working to budgets and timeframes
- An effective communicator who can make a personal impact with individuals and groups in a range of different scenarios and can represent Galway Film Fair in the media and at various events
- Strong organisational skills and an ability to work to tight deadlines and under pressure
- Excellent written and verbal communication skills
- A proven commitment and track record in equality diversity and inclusion in their work

Contract Terms and Application:

Based at the Festival's central Galway City offices, with frequent national and international film festival travel, the contract is offered on an 18-month fixed term basis from March 2023, with an option to extend, initially with a six-month probation period.

Please send your CV and a covering letter of no more than three pages outlining your vision and approach to the Galway Film Fair by email only to: cathy@filmfleadh.ie with **FAIR MANAGER** in the subject line.

The closing date for applications is **Wednesday, February 22nd, 5.00pm.**

- **Interview Dates and Selection methods**
- Short-listing of candidates will be on the basis of the information contained in their CV and covering letter
- Candidates who are shortlisted will be invited to attend an initial interview to be held in Galway on March 2nd.
- We are an inclusive employer, and we encourage people from all backgrounds, ways of thinking and working to apply.

In the event that a large number of candidates will meet minimum eligibility requirements for the role, the board may decide to invite a smaller number to interview. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates who are, prima facie, better qualified and/or have more relevant experience.

Thank you for your interest in this role and we look forward to receiving your application