

**Earth Stories Film Festival**   
   
**EARTH STORIES COMMUNITY COORDINATOR ROLE**

**About**   
Earth Stories Film Festival is a Keele University-based environmental film festival aimed at young filmmakers (14-25 years old). The festival is a student-led initiative that provides a platform for students and young filmmakers from across the world to showcase their filmmaking talent. The event is managed by students from across the university and supported by staff from across academic disciplines. The festival presents new and inspirational stories addressing the climate crisis, and nature degradation, and highlights pathways for sustainable futures through human-nature reconnections.  There are several awards presented as part of the Festival each year.

The film awards event takes place at the Mitchell Arts Centre on Broad Street in Hanley, Stoke-on-Trent.  Submissions for 2024 opened on Monday 25 September 2023 and closed on Thursday 1 February 2024. The Awards evening and film screening event take place on Earth Day which this year falls on Monday 22 April 2024. It will then continue into 2025 with the future event scheduled for Earth Day 2025.

**Community Coordinator: Engagement and Participation. Earth Stories Film Festival.**

We are seeking a dynamic and passionate Community Coordinator to join our team. The Community Coordinator will play a crucial role in establishing and nurturing relationships with diverse community groups, organisations, and individuals to promote and enhance the festival's presence and impact within the local community. In this role, you will support the Earth Stories Film Festival team in coordinating a range of engagement opportunities. This will include inspiring the next generation of local film makers in the City, encouraging participation and engagement in film and the connection to sustainability. Your primary goal will be to engage more people with the Earth Stories Film Festival, raise its profile in the City of Stoke-on-Trent and to support the project team to contribute to the growth and success of the Festival between January 2024 and May 2025.

This role would be key in developing and coordinating several key initiatives to take place throughout the year:

* Film Screenings and sharing opportunities throughout the year following on from the 2024 festival and beyond into the lead-up to the next festival in 2025.
* Exploring opportunities for young people in the City to engage in the festival, this could be by the creation of a Youth Panel or Youth Forum that may have an input in decision-making and judging or it could be via more practical hands-on sessions for instance the creation of a weekend film club or participatory workshops during the year.
* Schools outreach: supporting the festival team in coordinating and playing a part in the development of schools / 6th Form college engagement with the festival.
* Make sure the film festival is networked into both the local cultural scene and connected to regional and national platforms (Film Hub WM etc).

Responsibilities:

1. Work with the team to develop a vision for community engagement aligned with the festival's goals and objectives.

2. Identify, engage, and build partnerships with local community organisations, schools, cultural institutions, and other relevant stakeholders.

3. Organise and participate in community events, workshops, and outreach initiatives to raise awareness about the festival and its programming.

4. Collaborate with marketing and communications teams to create and distribute promotional materials, including social media campaigns, press releases, and community newsletters.

5. Coordinate and facilitate community screenings, panel discussions, and Q&A sessions to encourage dialogue and interaction between filmmakers, audiences, and community members.

6. Act as a liaison between the festival and the community, addressing any concerns, feedback, or inquiries promptly and professionally.

7. Develop and maintain a database of community contacts and stakeholders, ensuring accurate and up-to-date records.

8. Collect feedback and evidence to support the team in sharing the impact of community engagement with the festival and report back to the festival team.

9. Stay informed about local community issues, cultural trends, and industry developments to identify opportunities for collaboration and partnership.

10. Assist in the planning and execution of special events and activities during the festival, as needed.

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| Criteria headings | Essential | Evidenced by | Desirable | Evidenced by |
| **Qualifications/**  **Education/**  **Training** | Educated to NVQ 3/ A Level standard, or equivalent qualification/ experience  Demonstrated competence through experience in a relevant/ similar role | A  A | Degree or equivalent experience.  Evidence of continuing professional development. | A, I  A, I |
| **Experience** | Experience of working with a broad range of people: ages, experience, cultural backgrounds.  Understanding the community networks within Stoke-on-Trent / Newcastle-under-Lyme.  Experience of planning and organising events.  Experience of working both independently and as part of a broader team.  Experience of liaising with other colleagues / members of staff in a broader organisation | A  A  A  A  A | Experience of working with young people more specifically those aged 14-25.  Experience facilitating/ coordinating workshops / participatory activity  Experience of creating content for marketing materials/ social media  Experience of using IT software including Microsoft packages including Word, Excel and Powerpoint  Experience of data capture and analysis | A, I  A, I  A, I  A, I  A, I |
| **Skills/**  **Aptitudes/**  **Competences/** | Ability to be creative and innovative.  Strong organisational skills.  Able to work on own initiative  Excellent attention and accuracy to detail  Able to build effective working relationships at a variety of levels.  Able to prioritise and manage own workload and deliver to deadline. | A, I  A, I  A, I  A, I  A, I  A, I | Able to think creatively to develop content, activities and solutions.  Able to negotiate with suppliers and services providers.  Excellent copy writing skills. | A, I  A, I  A, I |
| **Other** | Ability to work flexibly, sometimes outside of normal office hours including occasional weekends, where required and arranged in advance. | A, I |  |  |

**FEE:**

Grade 5 £25,742 (pro rata) on a casual contract basis for 50 days of work @£100 p/d. £5000 fee.

**HOW TO APPLY:**

Along with your C.V. please explain in a cover letter: What attracted you to the Earth Stories Film Festival and why did you apply for this role? Why do you believe you would be the right person for this role? (please reference this role’s requirements, the [Earth Stories webpages](https://www.keele.ac.uk/earth-stories/), and how your skills, competencies, experience and interests are relevant to this position).

Email your application to James McAteer on [j.mcateer@keele.ac.uk](mailto:j.mcateer@keele.ac.uk)

**DEADLINE FOR APPLICATIONS:** 5pm Tuesday 20th February 2024.

**INTERVIEWS:** will take place on Wednesday 28th February 2024.