



LIFF FREELANCE PROGRAMMER ROLE DESCRIPTIONS

Role 7: Lead Programmer, Documentary Short Films

Links for reference

[LIFF SHORTS 2023 programme guide](#)

[LIFF 2024 submissions page on Filmfreeway](#)

Summary LIFF has presented a special selection of documentary shorts for many years, and they are selected from around 400 submissions. From 2024 we want to explore new options for how we present short and mid-length documentary films at LIFF, including potentially a new competition. The main purpose of the role is to lead, manage and contribute to the overall viewing, consideration, shortlisting and selection of documentary shorts, including supervising and mentoring the Documentary Shorts Programmer.

Number of role openings available 1.

Level of experience required Advanced.

Role location Mostly remote working, some in-person working during LIFF.

Applicant location UK-based.

Days and period Total of 15 days, mostly May to August, each year in 2024 and 2025.

Working pattern Work for this role can be carried out at variable times of day or days of the week if preferred. Each paid working day is 8 hours, but it can be split up – for example, 8 hours over two days. Regular daytime weekday availability is required.

Fee £140 per day.

Contract A freelance programmer contract for 2024 and 2025 - terms and conditions apply.

Role supervisor LIFF Programme Manager.

Main responsibilities

These are the main responsibilities and there may be additional minor ones:

- Establish and implement the plan and processes for assigning, viewing, considering, shortlisting, and selecting documentary shorts at LIFF.
- Confirm working patterns, deadlines and meetings schedule with the Documentary Shorts Programmer. Monitor programming progress, arrange meetings.
- Supervise and support the Documentary Shorts Programmer, with mentoring as required: this will include reviewing films they have viewed.

- Regularly review the range of short films being submitted and help to raise the level of submissions from underrepresented filmmakers and countries.
- Regularly liaise with other Lead Programmers about their programmes and consider inclusion of some shorts from their categories.
- View and consider assigned short film submissions on Filmfreeway; add flags, ratings and any comments; contact filmmakers if any issues with film screeners.
- Make a shortlist from the assigned short films. View and consider the shortlisted films of the Documentary Shorts Programmer.
- Make the final selection of short films with the Documentary Shorts Programmer, including finalising the inclusion and order of shorts within each programme.
- Write the overall summary for the documentary shorts selection for the LIFF programme guide and the website. Guide the writing of copy by the Documentary Shorts Programmer.
- Support the development of documentary shorts programming at LIFF with audiences and within the film industry.

For guidance, the 15 days will include about 3 days of managing the selection and supervising and mentoring the Documentary Shorts Programmer, 10 days of viewing and considering short films, and 2 days for other responsibilities. Some of the initial viewing will be of LIFF 2023 short film selections for reference.

In addition, freelance programmers will be expected to:

- Be aware of and support difference and equality for all, working in an anti-discriminatory manner, upholding our equality and diversity policies.
- Recognise and appropriately challenge any incidents of racism, bullying, harassment, victimisation, and any form of abuse, reporting any concerns.

Requirements

These are the essential requirements for applying for the role – where a requirement is desirable rather than essential, this will be indicated:

- You have a passion for film and you are interested in working in film.
- You are especially interested in programming documentary short films and supporting the work of filmmakers who are underrepresented.
- You have an advanced level of experience:
 - You have three or more years of experience regularly programming new films in official roles for festivals. You have programmed documentary short films for several competitions and/or non-competitive selections, and you have considered substantial numbers of film submissions.
 - It is also desirable that you have experience of supervising and mentoring other film programmers.
- You have excellent organisational and time-management skills.
- You have excellent communication and interpersonal skills.
- You can be self-motivated and motivate others.
- You can work independently and as part of a team.

- You can work to tight deadlines.
- You can use digital tools and platforms for viewing films and for working with databases and spreadsheets.
- You have broad awareness and knowledge of contemporary film culture, and you regularly seek out and watch new independent films, including documentary features and shorts.