LIFF FREELANCE PROGRAMMER ROLE DESCRIPTIONS

Role 8: 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. In 2024 we want to explore new options for how we present documentary shorts at LIFF, including potentially a new competition. The main purpose of the role is to view, consider and shortlist assigned short film submissions and make the final selection with the Documentary Shorts Lead Programmer.

Number of role openings available 1.

Level of experience required 1 role opening for those with intermediate experience or with limited of no experience.

Role location Remote working.

Applicant location UK-based.

Days and period Total of 10 days, 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. Some daytime weekday availability is required.

Fee £115 per day.

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

Role supervisor Lead Programmer, Documentary Shorts Films.

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

- View and consider assigned short film submissions on Filmfreeway; add flags, ratings and any comments; contact filmmakers if any issues with film screeners.
- Liaise with other programme teams if a submission is more suitable for their consideration. Recommend submissions that may be suitable for other programming – for example, before a feature or two or three mid-length documentaries together.

- Make a shortlist from the assigned short films. View and consider the shortlisted films of the Lead Programmer.
- Make the final selection of short films with the Lead Programmer, including finalising the inclusion and order of shorts within each programme.
- Write a short synopsis of each short film selected for the LIFF SHORTS guide and the website, and other copy as required for additional programming.
- Support the development of the programme with audiences and within the film industry – for example, with suggestions for raising its public and industry profile.
- Attend online meetings with the Lead Programmer. For those with limited or no experience, also attend online mentoring meetings.

For guidance, the 10 days will include about 8 days of viewing and considering documentary shorts, and about 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 are passionate about film culture and you want to work in film.
- You are especially interested in programming documentary short films and supporting the work of filmmakers who are underrepresented.
- If you are applying for the role opening for those with intermediate experience:
  - You have at least one year of experience regularly programming new films in official roles for festivals and/or cinemas. You have programmed short films for at least one competition or non-competitive selection and you have considered many film submissions – pre-selection experience only is not eligible.
- You have good organisational and time-management skills.
- 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 good awareness and knowledge of contemporary film culture, and you regularly seek out and watch new independent films, including documentary features and shorts.