



LIFF FREELANCE PROGRAMMER ROLE DESCRIPTIONS

Role 1: Programmer, Features

Links for reference

[LIFF 2023 programme guide](#)

[LIFF 2024 submissions page on Filmfreeway](#)

Summary This role is a key member of the LIFF feature film programming team which also includes the Programme Manager, Programme and Outreach Officer, and Director. The role will focus on sourcing and considering a very wide range of new British and international features for the Official Selection programme section including the competition. The role will support new feature film programming for other LIFF sections, including documentary selections, and help to develop programme partnerships and increase accessibility.

Number of role openings available 1.

Level of experience required Advanced.

Role location: Leeds-based role with mix of office and remote working.

Applicant location: This role requires being able to work in Leeds every week.

Days and period 2.5 weekdays per week from May to September and additional days in October and November, each year in 2024 and 2025. Each working day is 8 hours.

Fee £140 per day.

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

Role supervisor LIFF Programme Manager.

Main responsibilities

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

- Establish shortlist of target sources for new features with the Programme Manager, including festivals, sales agents and UK distributors, and develop those relationships.
- Research new features, particularly from new and underrepresented filmmakers, groups, countries and regions, and with a very wide range of stories and themes. Request screeners of researched features from source contacts.
- Establish the assignment of submitted features across the team. View and consider assigned submissions on Filmfreeway; add flags, ratings and any comments; contact filmmakers if there are any issues with film screeners.

- Regularly review the range of features being submitted and help to raise the level of submissions from underrepresented filmmakers, groups, countries and regions.
- View and consider researched and submitted features, prepare shortlists and make final selections with the LIFF features team.
- Liaise with rights holders to confirm selected features and agree the fees, screening format, number of screenings, and accessibility options. Request digital assets.
- Share contacts for rights holders with the prints manager and provide information about accessibility options.
- Request invoices for international film fees and complete and submit paperwork for their payment.
- Recommend potential events to the Programme Manager that may result from the programme research, such as screenings with panel discussions or Q&As.
- Support the development of other feature film programming, including documentaries, and partnerships as assigned by the Programme Manager.
- Support any year-round programming activity from May to October, including collaborations with community partners in Leeds and around West Yorkshire.
- Write promotional copy for selected features, other promotional copy as assigned, and film information like content guidance and recommended interest areas.
- Prepare the information for local licensing about films without certification and attend the committee approval meetings.
- Regularly liaise with the Lead Programmers for short films about their programmes and consider inclusion of some shorts they may recommend to screen with features.
- Introduce feature film screenings during LIFF, host filmmaker Q&As, and help to look after filmmakers, jurors and other guests.
- Support the development of the feature competition with audiences and within the film industry. Recommend jurors for the competition.
- Support the recruitment of programming freelancers including shortlisting and interviews.
- Attend weekly in-person team meetings with the LIFF team and regular meetings with the Programme Manager.

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 a very wide range of feature 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 a very wide range of new features for several competitions and/or non-competitive selections, and you have considered substantial numbers of researched and submitted features.
- 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 a very broad awareness and knowledge of contemporary film culture, and you regularly seek out and watch new independent films, including a very wide range of features.