



## LIFF FREELANCE PROGRAMMER ROLE DESCRIPTIONS

### Role 2: Lead Programmer, Louis le Prince International Short Film Competition

#### Links for reference

[Information about Louis le Prince](#)

[LIFF SHORTS 2023 programme guide](#)

[LIFF 2024 submissions page on Filmfreeway](#)

**Role summary** Launched in 1999, the Academy Award-qualifying Louis le Prince International Short Film Competition is named after the French pioneer who made the world's first moving images in Leeds in 1888. The competition is the largest for short films at LIFF and around five programmes are selected from over 2000 film submissions from more than 120 countries. The competition is judged by a jury and has a cash prize of £2000 for the winning filmmaker. The main purpose of the role is to lead, manage and contribute to the overall viewing, consideration, shortlisting and selection for the competition, including supervising the Louis le Prince team and mentoring some team members. The shorts to be considered are 'live action' – documentaries and animation are considered by other teams.

**Number of role openings available** 1.

**Level of experience required** Advanced.

**Role location** Mostly remote working, some in-person work during LIFF if possible.

**Applicant location** We will consider international as well as UK-based applicants.

**Days and period** Total of 20 days, mostly May to August, each year in 2024 and 2025: there will be some time required in April and November, if possible.

**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 Director.

#### Responsibilities

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

- Establish and implement the plan and processes for the Louis le Prince team for assigning, viewing, considering, shortlisting, and selecting for the competition.
- Confirm working patterns, deadlines and meetings schedule with team members. Monitor programming progress with team members, arrange and lead meetings.
- Supervise and support team members. Mentor two team members recruited who have limited or no experience: this will include reviewing films they have viewed.
- Regularly review the range and sources 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 other team members.
- Make the final selection of short films with other team members, including finalising the inclusion and order of shorts within each programme.
- Write the overall summary for the competition for the LIFF programme guide and the website. Guide and proof the writing of copy by other team members.
- Support the recruitment of programming freelancers including shortlisting and interviews.
- Support the development of the competition with audiences and within the film industry. Recommend jurors for the competition.

For guidance, the 20 days will include about 10 days of managing the competition including supervising the team and mentoring some team members, 8 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 international 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 international 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 international shorts.