



Role title	Digital Content Production Assistant (for the 40th Leeds International Film Festival, 29 October to 15 November 2026 / LIFF 2026)
How to apply	Please email your CV and cover letter to lee.bentham@leeds.gov.uk by noon on Monday 21 September (also contact Lee if you have any queries about the role). In your cover letter please introduce yourself and let us know why you think you are suitable for the role, highlight your relevant skills, experience and knowledge, include any relevant extra information, and tell us why you're interested in this role and working for Leeds International Film Festival.
Dates	The role is to support LIFF digital content production over 12 days between 19 October and 15 November 2026: about 10 days will be during LIFF 2026 from 29 October to 15 November, with about 2 days for preparation between 19 and 28 October. The dates will be finalised once the LIFF 2026 programme schedule is complete in early October. Each day is 8 hours and will include evening and weekend work – some days may be split e.g. 4 hours on one day, 4 hours the next.
Pay	Freelance role, £115 per day
Structure	LIFF is part of the Leeds Arts, Events and Venues Service (LAEV) at Leeds City Council which also organises Light Night Leeds, Leeds International Concert Season, Leeds International Beer Festival, and Summer Series on Millennium Square, and operates major venues in the city including Leeds Town Hall and Carriageworks. The role will be part of the LIFF communications team which also includes the Communications Officer, Communications Coordinator and Digital Content Producer.
Location	The LIFF team is based in the LAEV offices at Carriageworks Theatre on Millennium Square in Leeds city centre. There will be a mix of working at Carriageworks and at LIFF venues which include Vue in The Light, Everyman Leeds, Hyde Park Picture House and Cottage Road Cinema.
Role summary	Leeds Film is looking for a Digital Content Production Assistant to support our Digital Content Producer in creating, editing and organising video content for LIFF 2026. The digital content required will include trailers, sizzle reels, idents, guest interviews, festival highlight videos and other on-screen promotional content. The role will include mentoring and training from the Digital Content Producer. The applicant should be someone with a genuine interest in event video production and with some experience in filming and editing video content.

Main responsibilities

- Support the Digital Content Producer in planning for filming coverage of LIFF 2026, arranging the schedule, and suggesting formats and locations for filming.
- Assist with filming at screenings, events, Q&As, guest introductions and behind-the-scenes activity, helping to capture the atmosphere of LIFF 2026.
- Support the editing of short-form video content for use across social media platforms including Instagram Reels, TikTok and YouTube Shorts.
- Help to organise video files, project files and exported content in a clear and accessible way, ensuring materials can be easily found and used by the wider team.
- Support the upload, labelling and organisation of video content across platforms including YouTube, shared drives and hard drives.
- Assist with video editing tasks, including organising footage, sorting, adding captions, formatting videos for different platforms and preparing final exports.
- Support the creation of video assets for online campaigns, website content, YouTube uploads and in-venue screen content.
- Help film and edit interviews with filmmakers, guests, audiences, staff and volunteers where needed.
- Work with the Digital Content Producer to ensure video content follows LIFF's visual identity, tone of voice and accessibility standards.

Person specification

- Some experience in videography and video editing, with examples of previous work or a developing portfolio.
- A strong interest in pursuing a career in videography, video production, digital content creation or a related creative field.
- Confident using a camera to capture good-quality footage, with an understanding of framing, focus, exposure and basic sound recording.
- Some experience using video editing software such as Adobe Premiere Pro, DaVinci Resolve, Final Cut Pro or similar.
- Familiarity with short-form video content for platforms such as Instagram Reels, TikTok and YouTube Shorts.
- An interest in event videography and a willingness to learn how to capture live activity, including screenings, guest interviews, audience reactions and behind-the-scenes moments.
- Ability to work quickly and calmly in a live event environment, where schedules and priorities may change at short notice.
- Excellent organisational skills, including the ability to manage, label and store video files clearly.
- A good eye for design and the ability to create simple, professional-looking titles, captions and graphics for video content. Familiarity with design and animation software such as Adobe Photoshop, Illustrator and After Effects is desirable but not essential.

- Good communication and interpersonal skills, with confidence working with colleagues, guests, volunteers and members of the public.
- Ability to take direction, respond to feedback and work collaboratively as part of a small creative team.
- Ability to work independently, use initiative and manage tasks to agreed deadlines.
- Basic knowledge of accessibility considerations for video content, including captions and clear audio, is desirable.
- Experience creating video content for social media, events, arts organisations or personal creative projects is desirable.