



DIRECTOR OF PROGRAMMING

Information Pack
July 2019

Cork Film Festival is seeking to recruit a dynamic, experienced, and highly motivated professional to fulfil a new full-time three-year contract role as Director of Programming, commencing January 2020.

corkfilmfest.org

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Cork Film Festival - Director of Programming

Director of Programming at Cork Film Festival

Three-Year Contract from January 2020

Cork Film Festival is seeking to recruit a dynamic, experienced, and highly motivated professional to fulfil a new full-time three-year contract role as Director of Programming, commencing January 2020.

Background

Cork Film Festival ('CFF'), Ireland's first and largest film festival, is a local, national and international celebration of cinema and a significant cultural event in, Ireland's fastest growing city, Cork. The 63rd edition ran for ten days from 9th - 18th November 2018 and successfully delivered on CFF's mission 'to connect people through great film, engaged conversation and a shared cultural experience'. Consistent feedback was that the programme was of an exceptionally high quality and the best in recent years, endorsing the Festival as the home of cultural cinema in Cork, with over 90% of the programme being both Irish premieres and the only opportunity to see these films on the cinema screen in Cork.

Under the leadership of Festival Director and CEO, Fiona Clark, working in close collaboration with Michael Hayden who joined as Guest Programme Director in 2017, the Festival has developed a clear artistic identity with ambitious plans to grow over the next three years. Following this successful three-year programming partnership, Michael Hayden will conclude his tenure as Programme Director with the 64th edition in November 2019.

Artistic Focus

The artistic ambition for the Festival in this period has been to curate a high-quality, enticing and credible programme that will ensure that CFF continues to prosper and sustain itself. The programme has focussed on titles that have their first screening in the year of the Festival and we employ a policy of including films that are (predominantly) Irish premieres, to ensure that the Festival remains relevant and distinctive.

CFF showcases the latest and best international and Irish features, documentaries and shorts including award-winning films from the international film festival circuit, new discoveries and cinema classics, alongside dedicated programmes for schools, families, a focus on film and mental health (*Illuminate*), specialist film sector Industry Days, and multi-disciplinary special events including cine-concerts and visual arts and film installations. CFF receives circa 4,000 submissions each year that are reviewed by a pre-selection viewing team. Amongst the Festival's ten Awards, the Award for Grand Prix Irish Short, Grand Prix International Short and Grand Prix Documentary Short are Academy Award® accredited resulting in the winners joining the long-list for Oscar® nomination. CFF is one of only 35 festivals worldwide to boast this trio of accolades.

Artistic Ambition

CFF is ambitious in its vision to expand and develop artistically, geographically and demographically, building on the achievements of our recent demonstrable success. Over the next 3-5 years, CFF plans

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to significantly and sustainably grow its offering to its audiences, its partners, filmmakers and the wider film sector by:

- **Presenting** the latest and best Irish and international cultural cinema in Cork, including World, European and Irish Premieres
- **Engaging** a broad and diverse audience with a high impact Festival experience, including specific programming to engage young people and families, to support the development of future filmmakers and film audiences
- **Celebrating** excellence in filmmaking through our Feature film awards and three Oscar®-qualifying short film awards
- **Building** the profile of CFF internationally, as the first and largest film festival in Ireland, founded alongside Cannes and Venice, driving meaningful collaboration with a network of European film festivals
- **Increasing** the engagement of national and international media with CFF
- **Identifying, nurturing and investing** in new talent through partnerships, open submissions and dedicated talent development programmes
- **Expanding** CFF's presence in the County, wider Munster region and nationally through partnerships and outreach activity
- **Extending** CFF's year-round offering to meet the demand in Cork for cultural cinema including outreach programmes and partnerships with national and international Festivals
- **Establishing** a permanent home for CFF, its archive, its team and year-round offering in Cork

Investment and Support

CFF gratefully acknowledges the support of a broad range of investors, partners and sponsors who share and invest in our vision. These include our principal funder the Arts Council, Cork City Council and Arts Office, Creative Europe Media, Screen Ireland, Fáilte Ireland, Culture Ireland, Screen Skills Ireland, and the Department of Culture, Heritage and the Gaeltacht. CFF benefits from significant media partnerships with the national broadcaster RTÉ as Principal Media Partner, generating extensive media coverage and attendance - audiences increased by 22% in 2017 to over 18,000 in 2018.

Cultural Capital

Cork is the unofficial cultural capital of Ireland, a city of many festivals, and as a port city, it is a gateway to Europe and the rest of the world. CFF plays a vital role in Ireland's film culture, offering the largest festival platform at the end of the year. Internationally recognised as a destination for new world cinema, CFF holds a significant place locally and regionally, a region which has a rich heritage of filmmaking, with some of the earliest filmmakers originating from County Cork in the late 19th century, as well as a vibrant contemporary community of filmmakers.

Cork City is Ireland's fastest growing city, a former European Capital of Culture which was recently voted the most culturally vibrant and friendliest city in Europe. As Ireland's second largest city, with a recent boundary extension, Cork City is a thriving and rapidly-expanding hub of economic, industrial, research and business development - the arts and culture are central to the fabric of life in Cork and CFF works in close collaboration with its cultural and academic partners such as Crawford

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Art Gallery, the National Sculpture Factory and UCC, to present and promote Cork's world class cultural offering.

Overview of Role

Our new Director of Programming will play a significant role in developing and delivering Cork Film Festival's artistic policy and programming ambitions, contributing to the ongoing strategic development of the Festival. The Director of Programming will work closely with the Festival Director & CEO, manage the Programming Team, and support the Marketing and Festival Delivery Teams as required. The Festival prides itself on maintaining a tight-knit and supportive working environment.

The Director of Programming primary responsibilities are to programme the annual Festival, develop year-round activity, support Festival delivery in line with CFF's ethos, strategy and objectives, and contribute to the Festival's development plan in consultation with the Festival Director and Board.

Reporting to: Festival Director & CEO

Key Internal Relationships: Senior Programmer and Programmers
Marketing Manager
Festival Administrator, Bookkeeper

Key External Relationships: Irish and international Film Distributors and Sales Agents
Irish and international Film Festivals and Cultural Institutes
Irish and international Filmmakers and Production Companies
Festival Funders, Stakeholders and Media

Job Description and Core Competencies

This job description provides an outline of the key day-to-day responsibilities of the role. Key responsibilities will be:

1. Curation of the Festival Programme from 2020-2022: responsible for artistic direction and overall programme selection for Festival and year-round activity in consultation with the Festival Director.
2. Programme Team Management: lead, manage, support and develop the CFF programming team
3. Programme Management: programme negotiation, film fee contracting, third-party liaison (distributors, sales agents, filmmakers, etc.), and ongoing relationship management
4. Programme Delivery: film and event confirmation, film scheduling, programme administration and financial management in line with Festival timeframes
5. Programme Marketing: timely development, assignment and delivery of film and programme synopsis, marketing and promotional notes and additional copy as required
6. Festival Delivery: negotiate and secure film talent, guest hosting, prepare and moderate intros and Q&As, oversee and supervise schedule of additional moderators and facilitators to enhance the audience experience
7. Programme Administration: programme records, information for applications, regular meetings with Festival Director and Programme Team, and post-event reports
8. Artistic Consultation: actively contribute to the Festival's artistic and strategic development
9. Festival Representation: visits and represents CFF at selected international festivals as part of the curatorial process, effectively articulates and represents CFF's mission to all stakeholders, acts as a face of the festival in order to promote CFF in the press through media interviews and commentary and represents CFF on a local level as an active participant in Cork's cultural landscape

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10. Year-round activity: develop activity that will help to create year-round visibility for CFF as Cork's principal cultural cinema organisation.

Programme Curation:

- Oversees the artistic direction of Festival's 65th edition in 2020 (and subsequent editions 2021/2022) to an agreed scale, in consultation with the Festival Director, so that all aspects, (films, strands, events and ancillary activities) coalesce into a cohesive Festival programme.
- Select and programme international and Irish features (approx. 125 titles, narrative and documentary), researching international festival content, liaising with distributors, sales agents and filmmakers on forthcoming titles, and attending screenings as required.
- Identify and secure appropriate film talent and personnel to attend CFF in support of screenings and events.
- Engage with and support the programme strands, agreeing delegated areas of responsibility with the Programming Team.
- Support Festival partnerships/activities in support of the Festival's strategy:
 - Cultural and Education Partners: e.g. National Sculpture Factory; EU Parliament LUX Film Prize; Irish Film Institute
- In consultation, develop the Industry Days programme, in particular, securing international documentary filmmakers as special guests.

Programme Management:

- Negotiate film fees and licenses with distributors, sales agents and production companies in adherence to the budget
- Maintain updated programme database of titles, deals, contacts, etc., as per CFF protocols and schedule
- Communicate regularly with the Festival Director on programme updates and monitor the progress of the Programming Team, providing management and support as required.

Programme Delivery:

- Adhere to agreed Festival schedules regarding programme, marketing and administrative deadlines
- Oversee the Festival schedule, in consultation with the Festival Director, Programme Team, and venues as required, ensuring titles play in appropriate slots to maximize audiences, drawing on analysis from previous Festivals.
- Oversee, secure and supervise schedule of additional moderators and facilitators for intros, Q&A sessions, panel discussions and masterclasses, etc to enhance the festival experience.
- Develop, deliver and participate in year-round programme activity.

Programme Marketing:

- Provide copy text and synopsis for programmed titles for inclusion in the brochure, on the website and use on other promotional channels to deadline.
- Advise CFF Marketing and PR company on key themes, guests, stories, etc., to inform the CFF communications strategies.
- Undertake interviews (print, radio, TV, online) as requested, to promote CFF both institutionally and programmatically.

Festival Delivery

- Attend programming meetings in and out of Cork as required to meet with the Programming Team, distributors, visit venues, and develop relationships with key partners, as necessary.
- Attend planning and development meetings, Board meetings, and stakeholder/funder meetings as required.

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- Participate fully in the Festival in November, hosting guests and events, introducing films, undertaking interviews, etc.

Administration:

- Maintain accurate and timely records of negotiations and adhere to CFF financial and administrative procedures and templates
- Provide programme updates and reports as required by the Festival Director and Board
- Provide post-festival reports and analysis as directed by the Festival Director

Management, Consultation and Support:

- Support the Festival Director in the overall development and delivery of the Festival
- Manage, support and develop the programming team, ensuring clear objectives/deliverables are set, monitored and achieved by conducting regular reviews, progress meetings and following the Festival's performance management process and organisational policies
- Represent Cork Film Festival locally, nationally and internationally, stewarding and supporting the development of our reputation and brand
- Provide ongoing updates to the Festival Director and Board on industry developments and trends as well as on the progress of programme ambitions, programme model and CFF's wider artistic and strategic development in order to contribute to the delivery of the Company's Strategic Plan
- Play an active role in developing the Festival's role and status in the cultural life of Cork, and further establishing the Festival's role nationally and internationally, representing the Festival at external events as required.

Key Requirements of the post:

The ideal candidate for this position will be an exceptional individual with demonstrable senior programming experience in a film festival and/or film arts organisation, and with the following experience:

- Significant film programming experience including at least 3 years working at a senior level
- An excellent and comprehensive knowledge of and interest in all forms of world cinema (narrative, documentary, experimental, etc.)
- Good knowledge of and interest in Irish film and the Irish film landscape
- Proven experience and success in curating and implementing dynamic and engaging cultural cinema programmes
- An established network of productive relationships with external contacts in film sales and distribution agencies, cultural institutions, film festivals and film organisations, in Ireland and internationally
- A natural capacity to facilitate and develop meaningful collaborations with commercial, cultural and community partners
- A track record of working to budgets and timeframes
- An effective communicator who can make a personal impact with individuals and groups in a range of different scenarios and can represent CFF in the media and at various events including introducing films, participating in panel discussions etc.
- Strong organisational skills and an ability to work to tight deadlines and under pressure

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- Someone who combines vision with the ability to make things happen, particularly in relation to bringing their own cultural vision to reality

Contract Terms and Application:

Based at the Festival's central Cork City offices, with frequent national and international film festival travel, the contract is offered on a three-year fixed term basis from January 2020, with an option to extend, initially with a six month probation period.

Please send your CV and a covering letter of no more than three pages outlining your vision and approach to programming the Festival over three years festivals. Please include your interest and suitability for the role. Email to jobs@corkfilmfest.org, with **DIRECTOR OF PROGRAMMING** in the subject line.

The closing date for applications is **Friday, 9th August, 5.00pm.**

Interview Dates and Selection methods

- Short-listing of candidates will be on the basis of the information contained in their CV and covering letter
- Candidates who are shortlisted will be invited to attend an initial interview to be held in Cork on **20th/21st August**
- The first interview may reduce the initial short list and remaining candidates will be invited for a subsequent second interview on **Monday 9th September**
- One of the interviews will require candidates to make a presentation
- Candidates short-listed for interview are welcome to have an informal conversation with the Festival Director
- Both interviews will be with an interview panel comprising Board members, the Festival Director and external experts.

Thank you for your interest in this role and we look forward to receiving your application.