

## CALL OUT - Margate Film Festival - Freelance Marketing & Press Whizz

Margate Film Festival is looking to introduce a new member to our small team, to assist with the build up to the festival season later in the year.

Moving into its 5th year, the festival is one of a kind in Kent and the only current film exhibitor in Margate. The festival celebrates Margate's creative DIY culture, showcasing local and international independent film. The programme explores global issues, political zeitgeist, local and cultural history through shorts, features, live music, panel discussions and family events.

We are looking for an ambitious freelance press and marketing assistant with existing experience, who is looking to gain further insight into the film industry, or build up their marketing portfolio.

£15 per hour rate initially min. ½ day per month (Jul - Sept) with a view to increase to 1 full day (7 hours) in the lead up to the festival period from October – November.

Please email your CV and one page covering letter with the subject: [YOUR NAME] - MFF Marketing and Press role to [hello@margatefilmfestival.co.uk](mailto:hello@margatefilmfestival.co.uk)

**Deadline: 12pm (midday) July 24th 2024.**

### Duties & Responsibilities:

- Support the festival's social media campaign, including creating engaging content for all social media channels and monitoring engagement
- Managing the festival newsletters, finding and creating engaging content from partners
- Maintain relationships with festival partners and contacts, coordinating social media swaps and scheduling in partner news
- Assist in the compilation and copywriting of the festival programme (both digital and printed)
- Assist in updating the website content
- Assist in the distribution of press releases
- Maintaining the festival PR contact database
- Create content packs for press partners
- Co-ordinate the distribution of the festival's printed marketing collateral
- Assist with filmmaker and audience comms in the lead up and during the festival
- Supervise the collection of audience research and impact evaluation
- Co-ordinate the signage of the festival in venues
- Assist with press accreditation and press requests

### Desirable Experience:

- Film or entertainment industries – particularly non-mainstream film
- Active social media user / content creation
- Working within a freelance, remote team

- Being proactive and thinking creatively

Skills needed:

- An active knowledge of social media platforms
- Strong written and verbal communication skills
- Professional communication manner
- Effective time management
- The ability to multitask and work in a busy and dynamic environment
- Excellent Microsoft Office and Google Docs/Sheets skills
- Canva or basic Photoshop or other image editing skills
- Excellent attention to detail