

PROJECT COORDINATOR

3 to 4 days per week (22.5 to 30 hours per week)

Location: Our offices are located in Edinburgh but the post can involve 1 day online/remote working

Salary: £25,000 pa pro rata

For start early September 2023

ABOUT SCOTTISH DOCUMENTARY INSTITUTE (SDI)

We are a Scottish charity and documentary hub, renowned for nurturing world-class film talent and producing award-winning films. We train filmmakers in the art and the business of independent creative documentary and offer a range of opportunities and events to professionals, emerging filmmakers and audiences in Scotland and beyond.

SDI's Mission is to nurture new and existing talent to develop their careers and contribute to a fairer, more sustainable film industry in Scotland and internationally. To protect and support compelling, thought-provoking documentary filmmaking driven by vision and urgency. To be instrumental in engaging talent from historically marginalised groups and growing diverse communities of filmmakers and audiences in Scotland and elsewhere, based on collaboration and solidarity. And to cultivate an interest in the power of documentary films to spark empathy, critical thinking and inspire positive social change.

JOB SUMMARY

SDI is a small team with big ambitions, and we're seeking a passionate, detailed-oriented candidate who is keen to play an integral part in a tight knit team.

The role is suitable for someone with strong organisational and multi-tasking skills, excellent problem-solving abilities, and good communication and interpersonal skills.

Supervised by, and working closely with, SDI Managing Director and Talent & Distribution Manager, the Project Coordinator will coordinate projects and events for Scottish Documentary Institute's slate of opportunities, support the distribution of SDI's short films and be involved in various administrative tasks.

This could be an excellent opportunity for someone to grow and develop their career within a nurturing and creative environment.

EQUALITY, DIVERSITY AND INCLUSION

At SDI, we are cognizant of the need to increase the visibility and impact of diverse voices in the industry – both on the screen and behind the scenes. This is crucial to SDI's success and is reflected in SDI's governance, its employment practices and policies, and its programme of works.

SDI wishes to continue increasing the diversity of its staff and wants to particularly encourage applications from historically marginalised communities, currently under-represented within SDI.

EXPERIENCE

The post holder will be expected to demonstrate the following range of skills and experience on a regular basis:

Essential

- Good verbal and written communication skills
- Empathy and situational awareness
- Excellent personal planning and project coordination skills, with an ability to multi-task and adapt quickly to changing circumstances and fast turnaround when needed
- Excellent organisational skills and attention to detail
- A confident and collaborative approach
- Strong values aligned with those of SDI

Desirable

- Previous experience in an administrative or executive assistant role or as a production coordinator
- Experience working in a busy non-profit
- A passion for documentary and understanding of SDI's place in the industry

KEY TASKS

The post holder will:

- Coordinate project activities, resources, equipment and information
- Break projects into doable actions and set timeframes
- Liaise with senior staff to identify and define requirements, scope and objectives for SDI's opportunities and programmes such as [Bridging the Gap](#), [Delegations](#), [Consultancies](#), and the [Edinburgh Pitch](#)
- Assist with the distribution of the Bridging the Gap short films, commissioned by SDI and Screen Scotland
- Assist with schedule management of SDI's calendar of events and deadlines
- Proficient in Excel in order to assist in the preparation of budgets and cost reports
- Monitor project progress and handle any issues that arise
- Monitor and communicate project status to all team members or participants
- Work with the Project Leads to eliminate blockers
- Use tools to monitor working hours, plans and expenditures

- Assist in preparing appropriate paperwork (e.g. contracts, bursaries, funding applications)
- Create and maintain adequate project documentation, plans and reports for SDI, Board and funders
- Issue and help analyse satisfaction surveys & maintain SDI's Talent Tracking system up-to-date
- Act as the first point of contact at SDI for external enquiries
- Organise SDI events and network receptions in consultation with SDI Management
- Coordinate the smooth running of the SDI office
- Assist in travel arrangements for Senior Staff
- Keep log of equipment booking sheet

PERKS

- Flexible working hours
- Creative, passionate and inclusive, working environment
- The chance to support the growth of the documentary sector in the UK and in Scotland
- Quiet, friendly office in Leith, Edinburgh

CONDITIONS

- Initial fixed term contract for 12 months with renewal opportunity
- PT: 3 to 4 days per week (22.5 to 30 hours per week)
- There will be evening, weekend and/or irregular hours during peak periods, together with travel where possible/applicable
- The post will carry a probationary period of 3 months, where a notice period of two weeks will apply. After this period, a notice period of four weeks will apply
- There is no overtime applicable to this post, but time off in lieu will apply where necessary
- 31 days holiday allowance per year, inclusive of public holidays (pro rata)
- Pension

WORK HOURS

Work hours are not fixed for specific days/times during the week but we would need the post holder to be able to work most of their hours during office hours (our core hours are 10-4pm). There is no obligation to talk about your preferences at the application side, but it will be included as part of the discussion either at interview or at the offer stage.

FURTHER INFORMATION

Informal discussion of this position is welcome. Potential candidates looking for further information should contact us at jobs@scottishdocinstitute.com

If you require additional support in order to apply or need to request this information in another accessible format, such as large print or a coloured background, please contact info@scottishdocinstitute.com

APPLICATION PROCESS

Deadline for applications: noon Monday 7th August 2023

Interviews to be held: w/c 14th August 2023

To apply, please email jobs@scottishdocinstitute.com with **PROJECT COORDINATOR** in the subject line.

You must include your **CV** and a **cover letter** email pertaining to your application.

As part of your application, we would also like you to:

- (a) briefly tell us why you are interested in working in the field of independent creative documentary;
- (b) share with us one of your proudest achievements in a previous role.