



**Northern Lights Film Ltd
(A wholly owned subsidiary of Lansdowne Productions Ltd.)**

**Assistant Producer of Marketing and Distribution
Part time: 3-6 months (24 hours per week)**

Salary Scale: £24,000 pro rata

Northern Lights Film Ltd is looking for an assistant producer of marketing and distribution. Part time (24 hours per week). Three months initially with the possibility of an extension of contract for a further 3 months.

The assistant producer will help with the distribution, marketing and outreach activities of the **We Are Northern Lights** feature film including significant online activities across social media and community networks. Previous experience in screen production or arts project management is desirable, applicants must also have experience of working with social media and websites.

Applicants unfamiliar with specialised software will receive training.

Application is by covering letter stating clearly why you are a suitable candidate for this post accompanied by an up-to-date CV including 2 referees who are willing to be contacted should you be shortlisted for the post.

Applications should be made via email to jobs@wearenorthernlights.com

Closing Date for applications: Friday, 5th April 2013

It is likely interviews will be held during the week of April 15th, 2013.

If you have not heard from us by April 15th, you can assume your application has been unsuccessful.

The appointment is available from 22nd April 2013.

For full job specification please see <http://wearenorthernlights.com/jobs/>

Applications should be made to jobs@wearenorthernlights.com

Tags: Film, TV, Digital Media, Documentary

The Northern Lights documentary film project.

Northern Lights is Scotland's first ever mass-participation documentary film project. The submission period initially ran from March to June 2012. During that period over 55 filmmaking workshops were delivered to communities across Scotland. By the close of submissions, over 1500 submissions had been received, which in turn generated over 300 hours of footage from which a 98 minute feature film was created. This feature film, *We Are Northern Lights* is currently on theatrical release in Scottish cinemas.

www.wearenorthernlights.com

The Exhibition Phase

We Are Northern Lights is to receive a national theatrical release from the Cineworld cinema chain – the first Scottish documentary to ever be distributed by the cinema chain. The film will also begin its international distribution with 2 preview screenings at Scotland-Tartan Week in New York in April 2013. A series of further community screenings are also being planned for summer 2013.

Northern Lights Film Ltd therefore seeks an organised, digitally literate and culturally aware individual to join the existing team and to work alongside Creative Director and Producer, Nick Higgins.

This job will suit a self-motivated, excellent communicator with ambitions to enter the documentary and transmedia sector of digital media production and distribution.

Application is by covering letter stating clearly why you are a suitable candidate for this post accompanied by an up-to-date CV including 2 referees who are willing to be contacted should you be shortlisted for the post.

The appointment is available from 22nd April 2013.

Closing Date for applications: Friday, 5th April 2013

It is likely interviews will be held during the week of April 15th, 2013.

If you have not heard from us by April 15th, you can assume your application has been unsuccessful.

Job Description

Northern Lights Film Ltd is looking for an assistant producer of marketing and distribution. The duties will include the following:

Main Responsibilities

- Assist with the marketing and distribution of the We Are Northern Lights feature documentary film
- Manage and grow the Northern Lights online community utilizing the existing social media network and specialized online community software.
- Organise and co-ordinate outreach activities.
- Organise and coordinate screenings.
- Make film festival submissions and coordinate festival screening materials.
- Support the creative director of Northern Lights in their administrative and production duties as required.
- Any other duties that may reasonably be required of a production assistant.

The appointee(s) will be expected to play a full part in the collegiate life of the area of Media, Culture & Practice.

Planning and Organising – the jobholder will:

- be expected to organise and carry out their work supervised by the creative manager and external experts when required
- be required to liaise closely with other colleagues, particularly those in the press and outreach sectors
- have good communication skills and experience of dealing with the general public.

Problem Solving - the jobholder will:

- liaise with Creative Director and technical staff to resolve distribution and digital media issues and matters relating to marketing materials
- use knowledge derived from internal and external sources or previous experience to improve distribution and outreach practice
- help and advise members of the online community as appropriate.

Decision Making - the jobholder will:

- be responsible for managing the online Northern lights community, overseeing social media and community software running on a day-to-day basis and for decisions involved in so doing.

Key Contacts/Relationships

- Immediate colleagues across the project, and in particular the Creative Director, Nick Higgins.

Person Specification

It is essential that all applicants have:

- experience of film/documentary/digital media production
- experience of social media networking and website activities
- an understanding of digital video formats
- a knowledge of the Scottish and international film exhibition sector
- proven record of ability to manage time and to work to strict deadlines
- excellent interpersonal skills
- excellent oral, written and online communication skills.

It is desirable that applicants have experience of:

- experience of distribution and marketing
- experience of community management software
- experience of digital asset management
- experience of social and community outreach
- experience of building and sustaining audiences

Application Procedure

Application is by covering letter stating clearly why you are a suitable candidate for this post accompanied by an up-to-date CV including 2 referees who are willing to be contacted should you be shortlisted for the post.

Applications should be made via email to jobs@wearenorthernlights.com

The appointment is available from 22nd April 2013.

Closing Date for applications: Friday, 5th April 2013

It is likely interviews will be held during the week of April 15th, 2013.

If you have not heard from us by April 15th, you can assume your application has been unsuccessful.