Edinburgh International Film Festival 2027
Information Pack for Applicants
Post of Programme Manager

29 October 2026

Thank you for your interest in the post of Programme Manager at Edinburgh International Film Festival.

EIFF is looking for an experienced, highly organised and solutions-focused candidate to lead the operational planning and delivery of its programme.

The pack contains information on Edinburgh International Film Festival, along with more detailed information about the role, a job description, a person specification and broad terms and conditions.

If you would like to apply for the post, please send us your CV along with a cover letter (no more than 2 sides of A4) outlining why you are interested in the role and why you would be a suitable candidate, referring to the job description and person specification.

Please email your CV and cover letter to recruitment@edfilmfest.org **no later than midday on 13 November 2026.**

Please note that in line with our environmental policy, we are only handling applications electronically.

We expect that interviews will take place **w/c 16 November 2026.** We are looking for the role to commence from early December if possible.

We look forward to hearing from you and thank you once again for your interest.

All the best,

Emma Boa
Festival Producer

ABOUT EDINBURGH INTERNATIONAL FILM FESTIVAL

MISSION

To be the home of independent cinema in the UK

Helmed by CEO & Festival Director Paul Ridd and Festival Producer Emma Boa, EIFF is a world-class showcase for independent film and talent, one that is rooted in a local Scottish context whilst embracing the international diversity of creative expression.

Our August fixture runs in parallel to a host of creative festivals taking place in Edinburgh including The Fringe, Edinburgh International Festival, Edinburgh International Book Festival and Edinburgh TV Festival which sell millions of tickets to guests from around the world. We embrace that curatorial and commercial positioning through close collaboration and connection with our sister festivals.

EIFF accelerates the discovery of new talent through its two centrepiece competitions; *The Sean Connery Prize for Feature Filmmaking Excellence*, which carries a cash prize of £50K, and *The Thelma Schoonmaker Prize for Short Filmmaking Excellence*, which carries a cash prize of £15K, both decided by audience vote.

We are funded through a combination of public funding, box office revenue as well as support from industry partners, foundations and sponsors.

The EIFF Board includes Chair Andrew Macdonald of DNA Films (*Trainspotting, The Beach, 28 Days Later, Sunshine on Leith, Civil War*), Vice Chair Amy Jackson of Unified (*The Nest, Aftersun, The End We Start From*), Peter Rice (former Chairman of General Entertainment at Disney and President of 21st Century Fox), Teresa Moneo (producer and former Director of UK Film at Netflix), Isla McGillivray, Head of Film, TV & Video Games at Saffreys and Romana Ramzan, senior video game producer.

OUR VALUES

Integrity
We are honest, transparent and committed to strong ethical practices.

Innovation
We are forward-thinking, experimental and committed to making bold creative choices.

Collaboration
We are inclusive, multidisciplinary and committed to partnership working to amplify aims and benefits.

Edinburgh International Film Festival 2027

Programme Manager Job Description

Job Title: Programme Manager

Reports to: Festival Producer

Line Management: Submissions Coordinator, Submissions Viewers, Shorts Programmers, Access Consultant, Programme Coordinators, and Venue Coordinators

Purpose of the Role

The Programme Manager is responsible for the operational planning, coordination and delivery of the EIFF programme, reporting to the Festival Producer and working with the CEO & Festival Director. The role translates agreed programming decisions into effective operational plans, coordinating the people, schedules, systems, technical requirements and resources needed to deliver screenings and events smoothly, efficiently and to a high standard.

The role oversees programme administration and workflows, including submissions management, film bookings and permissions, scheduling, technical and production requirements, event logistics and the coordination of programme information. Working closely with filmmakers, distributors, venues, technical teams and wider Festival teams, particularly Marketing, Operations, Industry and Guest Services, the Programme Manager ensures that information, materials and operational arrangements are accurate, accessible and delivered to agreed deadlines.

The Programme Manager leads the Programme Planning Team, including the Submissions Coordinator and Assistants, Submissions Viewers, Shorts Programmers, Access Consultant, Programme Coordinator(s) and Venue Coordinators. The role is responsible for effective team management, cross-departmental communication and the operational delivery of screenings and events, ensuring agreed deadlines, budgets and standards are met.

Responsibilities

Programme Planning and Operational Delivery

- Support the Festival Producer and CEO & Festival Director in the operational planning and delivery of the EIFF programme, implementing agreed programming decisions.
- Work with the Operations Manager to develop and maintain the EIFF project plan, timelines, milestones and inter-departmental delivery deadlines.
- Support Festival scheduling, coordinating the resources, logistics and practical requirements needed to deliver screenings and events.
- Work with the Festival Producer, Programme Planning team, Operations team and venue management to resolve issues, communicate changes and ensure smooth delivery.
- Report operational risks and issues to the Festival Producer and propose solutions.
- Support the Festival Producer and CEO & Festival Director on schedule management, meeting support and reporting as required.

Programme Administration and Systems

- Work with the Operations Manager to develop and maintain the Festival's management platform (Filmchief) and improve workflows, ensuring programme information is accurate, current and accessible to relevant teams.
- Coordinate programme documentation, callsheets, schedules, running orders and operational updates, ensuring these are distributed promptly to relevant teams, venues and stakeholders.
- Chair and minute meetings as required, coordinate programme action lists, produce reports and manage the daily EIFF Morning Meeting during the Festival, ensuring activity, changes and outstanding issues are recorded and communicated.

Submissions and Programming Administration

- Manage the submissions process, including line management of the Submissions Coordinator and Submissions Viewers, ensuring procedures, reporting and deadlines are maintained.
- Coordinate the operational administration of the Shorts Programmers, ensuring submissions and tracked films are recorded accurately in Filmchief.
- Research rights holders and print sources for films identified by the CEO & Festival Director and Festival Producer as required, maintaining accurate records.
- Under the direction of the CEO & Festival Director and Festival Producer, coordinate film bookings, negotiations, screening permissions, agreements and participation documentation.

- Support the Senior Fundraising Executive with programme delivery information for funding, partnership and sponsorship proposals and reporting, as required.

Accessibility, Licensing and Technical Coordination

- Coordinate the Access Consultant and work with technical teams, rights holders, venues and suppliers to facilitate accessible screening materials, including SDH subtitles, audio description and BSL interpretation where possible.
- Liaise with the City of Edinburgh Council to secure the necessary licensing and permissions for screening films without BBFC certification.
- Work with the EIFF Technical Manager to coordinate screening materials, print traffic, KDM/CPL requests, DCP mastering, quality control and venue technical specifications, ensuring requirements and deadlines are met.

Screening, Event and Venue Coordination

- Manage the Programme Coordinator(s) and EIFF Venue Coordinators, ensuring effective planning, briefing, training and delivery of screenings and events.
- Coordinate Q&A hosts, guest participation, stage management, venue schedules and operational requirements for screenings and live events.
- Work closely with the Guest Services team to ensure guest attendance information is accurate and promptly updated in Filmchief and shared systems.
- Work with venue management, Operations, Marketing, Guest Services and technical teams to coordinate screening and event requirements, staffing, security and risk assessments, as appropriate.
- Support the Industry Manager with the operational coordination and delivery of the industry programme, without assuming overall responsibility for its management.
- Resolve operational issues with EIFF teams and external stakeholders, escalating concerns where necessary.

Cross-Departmental Communication and Publications

- Maintain effective communication between Programme Planning, Operations, Marketing, Guest Services, Industry, technical teams, venue management and external stakeholders, including filmmakers, distributors, sales agents and rights holders.
- Work with Marketing to ensure programme information for publications, websites, ticketing and other Festival platforms is accurate, complete and delivered to agreed deadlines.
- Work with Marketing to ensure the transfer and checking of programme data between Filmchief and relevant publishing, website and ticketing systems, ensuring schedule changes and other updates are communicated promptly.

Budget and Resource Management

- Take responsibility for managing the programme delivery budget effectively and ensuring expenditure remains within the agreed budget.
- Monitor expenditure, commitments and forecast costs throughout planning and delivery, maintaining accurate records and providing regular financial updates to the Festival Producer.
- Flag actual or anticipated budget pressures to the Festival Producer well in advance, proposing solutions. No additional or unbudgeted expenditure may be committed without the Festival Producer's prior express written approval.
- Work with the Festival Producer to identify staffing and resource requirements and with the Operations Manager and HR Dept on recruitment and resource allocation.

Team Management and Leadership

- Lead, supervise and support the Programme Planning team, establishing clear responsibilities, workflows, reporting arrangements and deadlines.
- Line manage designated team members and coordinate programme staff and venue personnel, fostering effective communication and collaboration across EIFF.
- Ensure team members have the information, guidance and resources required to deliver their responsibilities effectively.

General

- Communicate effectively with colleagues and departments across the Festival to share information, achieve deadlines and promote a positive working environment;
- Attend meetings and provide progress and financial reports as required;
- Participate in the selection, induction and appraisal of direct reports;
- Work with relevant staff to set up workstations for direct reports;
- On completion of the contract, complete staff and line management report forms as required;
- On completion of the contract, produce full departmental wrap report together with all required supporting documentation;
- On completion of the contract, ensure detailed procedure notes are produced for each area of responsibility;
- Always act in accordance with EIFF policies and procedures;
- Carry out other duties as reasonably requested by your line manager.

Person specification

The ideal candidate will have a strong understanding of the UK and international film industry, excellent organisational and communication skills, and experience in programme management or project coordination, ideally within a film festival or cultural organisation.

They will have proven experience of managing teams, coordinating complex schedules and workflows, and delivering projects to deadlines and within budget. They will be proactive, solutions-focused and able to work effectively under pressure, building strong relationships with colleagues, industry contacts and external stakeholders.

A keen interest in global cinema, strong attention to detail and a commitment to the successful operational delivery of EIFF are essential. The role requires the ability to implement agreed programming decisions to the highest standards, rather than responsibility for artistic or curatorial decisions.

Essential

- Experience working in a busy film festival, venue or events environment, with an understanding of festival operations and screening requirements.
- Experience managing projects, working to fixed schedules and meeting tight deadlines.
- Strong technical knowledge of film screenings, including DCPs, KDMs, CPLs, screening formats, digital cinema workflows and technical quality control.
- Good understanding of the UK and international film industry.
- Experience managing teams, motivating colleagues and working collaboratively across departments.
- Experience liaising with stakeholders and partners.
- Excellent organisational, administrative and time-management skills, with strong attention to detail.
- Excellent written and spoken English, communication and customer service skills.
- Ability to use relevant systems and manage information accurately.
- Calm, courteous and professional under pressure.
- Flexible and adaptable, with the ability to respond effectively to changing priorities.
- Proactive, practical and solutions-focused.
- Reliable, conscientious and committed to high standards.
- Demonstrates integrity and a collaborative approach to work.

Desirable

- Awareness of health and safety requirements in a festival, venue or events environment.
- Experience using Filmchief or similar film festival programme management systems.
- Familiarity with accessibility requirements for film screenings and events, including captioning and audio description.

TERMS AND CONDITIONS

Working days	5 days a week by agreement within standard office hours of 9.30 to 17:30, Monday to Friday. At peak times, and particularly immediately before and during EIFF, it will be necessary to work outside standard hours and at weekends. Payment of overtime is not applicable to this post.
Contract type	Fixed term contract. December 2026 – October 2027
Salary	£35,000 pro rata
Holiday entitlement	25 days per annum plus public holidays, pro rata plus 10 public holiday of which 5 are fixed and 5 are floating days
Working arrangements	Based at EIFF offices in Summerhall TechCube. Hybrid working arrangements can potentially be discussed and agreed.
Pension Scheme	EIFF will comply with the employer pension duties in accordance with Part 1 of the Pension Act 2008, as amended or replaced from time to time

Edinburgh International Film Festival is an Equal Opportunities Employer and as such all positions will be offered to the candidate with the required skills for the post and without consideration to a candidate's race, ethnic origin, nationality, religion or belief, sex, sexual orientation, gender reassignment, age, marital or civil partnership status or disability.

Please note that EIFF is not a licensed sponsor for VISAs and as such you must already have the Right to Work in the UK to apply for our roles.

ENVIRONMENTAL SUSTAINABILITY

One of EIFF's core aims is to be an environmentally sustainable business and this approach will be embedded across the organisation.