

# **FREELANCE BROCHURE EDITOR & PRODUCTION COORDINATOR**

## **JOB DESCRIPTION**



### **LOCATION**

**Remote and  
Cambridge**

### **CONTRACT/FEE**

**Fixed term  
/ £2500**

### **PERIOD**

**August /  
September**

### **DEADLINE**

**Midnight  
31 July 2026**

## **THE OPPORTUNITY**

Cambridge Film Trust is the charity behind the Cambridge Film Festival and its year-round film education and audience programmes. The 45th Cambridge Film Festival will take place from 22 October to 1 November 2026.

We are seeking a freelance Festival Brochure Editor and Production Coordinator to manage the editorial and production process for the printed Festival brochure. Working with the Festival team and brochure designer, the contractor will coordinate programme information, edit and write copy, manage images and credits, and oversee proofing through to final print delivery.

## **ABOUT THE ROLE**

As a Brochure Editor/Coordinator, you will play a pivotal role in delivering the annual Cambridge Film Festival brochure. Working closely with our Brochure Designer, Festival managers, and team, you will lead all aspects of the brochure's creation and delivery.



## RESPONSIBILITIES

- Agree and maintain the brochure production schedule, including copy, design, proofing, approval and print deadlines.
  - Maintain the master record of film and event information, copy, images, credits and approvals.
  - Gather and verify film titles, credits, countries, years, runtimes, languages, subtitles, screening information, image credits and other publication data.
  - Write, edit and format film and event copy to the agreed house style and word counts.
  - Supply approved copy and correctly named assets to the brochure designer.
  - Manage version control and maintain a clear corrections and queries log.
  - Proofread flatplans, page proofs and the final print-ready brochure, coordinating checks by relevant CFF staff.
  - Secure final internal approval and coordinate delivery of the approved material to the designer and printer.
  - Archive the final copy, images, credits and production records for future use.
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## REQUIREMENTS

- Experience of delivering a complex print or digital publication to fixed deadlines.
  - Strong copy-editing, proofreading and factual-checking skills.
  - Ability to write concise audience-facing copy in an agreed editorial style.
  - Experience of managing large amounts of copy, data and image assets.
  - Good version-control and record-keeping practices.
  - Ability to coordinate contributions and approvals from several people.
  - Confidence marking up designed page proofs and communicating corrections clearly.
  - Ability to plan and deliver the work independently while keeping the Festival team informed.
  - Availability during the agreed production period and at the main proofing and print deadlines.
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## DESIRABLE

- Experience of festival, cinema, cultural or events publishing.
  - Knowledge of print-production processes.
  - Experience using Google Workspace
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## EQUAL ACCESS

Cambridge Film Trust welcomes applications from people of all backgrounds. We assess applications against the published criteria for the role. You do not need previous employment in the arts or film sector unless your experience is directly relevant to a stated criterion.

We will make reasonable adjustments to the application and interview process. Please contact us if you need the information in another format or would like to discuss an adjustment.

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## TERMS AND CONDITIONS

- This is a fixed-term freelance contract for services. The contractor will manage their own working time and methods within the agreed production schedule and deadlines.
  - Period: Early August to late September 2026.
  - Compensation: Fixed fee of £2,500
  - Location: Flexible and remote with occasional meetings when necessary at Cambridge Film Trust offices, Arts Picturehouse, 38-39 St. Andrew's Street, Cambridge CB2 3AR). Please note that candidates must be UK based.
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## HOW TO APPLY

send your CV and a cover letter to [info@cambridgefilmfestival.org.uk](mailto:info@cambridgefilmfestival.org.uk)

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## APPLICATION DEADLINE

31/07/2026 at 11:59 pm

Contact us at the email above if you need further information.