



## FILM HUB NORTH SCREEN HERITAGE PRODUCER – JOB DESCRIPTION

SALARY: £32,000 PA

LOCATION: Tyneside Cinema, Newcastle upon Tyne

The position is based at Tyneside Cinema with the remit to deliver a UK-wide project. Travel across the UK, will be extensive especially given Film Hub North's multiple office locations.

EMPLOYER: Tyneside Cinema, Newcastle upon Tyne

REPORTS TO: Film Hub North Strategic Manager

RESPONSIBLE FOR: You will have no formal line management responsibility. However, you will be expected to work in a structure that relies on collaboration, flexibility and the ability to operate as part of a team based in different geographical locations.

KEY RELATIONSHIPS: Film Hub North team, FAN Managers, BFI, UK National and Regional Film Archives, Into Film, FAN Membership

CONTRACT TERMS: Full time, fixed term contract until 31st March 2022 (subject to annual funding)

## BACKGROUND

### ABOUT FILM HUB NORTH

[Film Hub North](#) is a network of organisations committed to fostering a vibrant, flourishing film culture in the North of England. Led in partnership by HOME, Manchester, Showroom Cinema, Sheffield and Tyneside Cinema, Newcastle upon Tyne, Film Hub North supports and represents a wide-ranging group of exhibitors and filmmakers throughout the region.

Working across Cheshire, County Durham, Cumbria, Greater Manchester, Lancashire, Merseyside, Northumberland, North Lincolnshire, Tyne & Wear and Yorkshire, Film Hub North distributes National Lottery funds on behalf of the BFI Film Audience Network and

BFI NETWORK. Film Hub North provides funding and training that helps exhibitors expand their reach, develops local filmmaking talent and, ultimately, ensures that audiences in the North have access to a rich variety of cinema.

## ABOUT THE BFI FILM AUDIENCE NETWORK

Supported by National Lottery funding, the [BFI Film Audience Network \(FAN\)](#), is central to the BFI's aim to ensure the greatest choice of film is available for everyone. Established in 2012 to build wider and more diverse UK cinema audiences for British and international film, FAN is a unique, UK-wide collaboration made up of eight Hubs managed by leading film organisations and venues strategically placed around the country. FAN also supports talent development with BFI NETWORK Talent Executives in each of the English Hubs, with a mission to discover and support talented writers, directors and producers at the start of their careers.

## ABOUT THE BFI

The [BFI](#) is the lead body for film in the UK with the ambition to create a flourishing film environment in which innovation, opportunity and creativity can thrive by:

- Connecting audiences to the widest choice of British and World cinema
- Preserving and restoring the most significant film collection in the world for today and future generations
- Championing emerging and world class film makers in the UK - investing in creative, distinctive and entertaining work
- Promoting British film and talent to the world
- Growing the next generation of filmmakers and audiences

## FILM HUB NORTH UK-WIDE SCREEN HERITAGE OVERVIEW

Each Film Hub leads on an area of responsibility UK-wide on behalf of FAN. Film Hub North lead on Screen Heritage. Film Hub North will work in partnership to deliver four annual screen heritage programmes - spanning the BFI Film Audience Network between 2019 and 2022. Through our work with FAN and the archive sectors we aim to inspire audiences to reimagine the possibilities of screen heritage work in the context of BFI2022 priorities. We will maximise opportunities for audiences to enjoy big screen access to the UK National and Regional Film Archive collections focussing on reaching BFI FAN priority audiences.

## SUMMARY OF THE ROLE

Film Hub North is looking for an experienced and motivated Producer to lead the development and delivery of FAN's Screen Heritage Strategy across the UK working closely with FHN Management.

You will have demonstrable experience of developing and producing projects of scale, understanding the importance of collaborating with creative teams to develop commissions and projects. You will have creative, curatorial and fundraising expertise, excellent communication skills, a demonstrable understanding of the UK film exhibition and archive sectors and a robust knowledge of British cinema history.

This post will oversee a programme of creative, accessible and culturally ambitious screen heritage-focussed screening activity which is supported by a robust approach to reaching agreed target audiences. It will work in close collaboration with the FHN team to ensure a joined-up and comprehensive approach to our Cross FAN Screen Heritage Strategy. This post will also be responsible for the year round requirements of the brief including sector support and communication.

This post requires a flexible approach to hours as you will be required to work some evenings and weekends. The post has a desk space available at Tyneside Cinema and Showroom Cinema but with regular travel expected to all three lead venues, key UK partners and the BFI in London.

## MAIN RESPONSIBILITIES

### Development of FHN Cross FAN Screen Heritage (XFSH) Strategy

- Play an active role in strategic planning processes and be responsible for completion of operating plans, budgets and reporting
- Attend and participate in FHN wider strategic meetings providing regular progress updates
- Be a brand ambassador and represent FHN at external events sharing key messaging and supporting engagement with the FHN XFSH Strategy highlighting National Lottery support
- Maintaining excellent relationships with existing and future partners - crucially the UK National and Regional Film Archives - and stakeholders, to support collaboration and ensure the success of projects creatively and financially

### Oversee the project - supporting all areas of planning and delivery

- Deliver all activity as per XFSH Strategy from initial communications to reporting on activity
- Act as first point of contact across FAN for queries and information relating to XFSH
- In partnership with the FHN team and key partners ensure the creative vision and audience targets for XFSH projects are maintained by delivery partners
- Organise key events as part of XFSH strategy and be a visible face of the Project.
- Identify and develop with the FHN team potential partnerships beneficial to the project, including additional sources of funding
- Work closely with any commissioned artists, musicians, programmers and event producers to develop and manage accurate partnership proposals

### Be a key point of contact with the BFI for the delivery, management, and reporting of the project.

- Contribute to strategic discussions with the FHN Management Team and BFI
- Work closely with BFI Audiences team on reporting and guidelines

- Work closely and keep updated key strategic partners involved in the FHN XFSH Strategy

#### Communicate all XFSH activity to FAN and partners

- Set up and maintain channels to effectively communicate the XFSH offer across FAN and with partners
- Coordinate meetings and events as required for XFSH with key partners
- Be present at events and meetings to deliver information on XFSH
- Liaise with all FAN Hubs to ensure collaborative working across other areas of focus including, but not limited to Marketing, Communications and Audiences (MCA), Young Audiences, Major Programmes and Diversity & Inclusion

#### Liaising with delivery partners, being the first point of contact across all events

- Act as main contact for delivery partners on all aspects of the project
- Offer support and advice to all delivery partners
- Identify any potential problems with delivery ahead of time and bring to the attention of the FHN Strategic Manager

#### Reporting and general administration

- Establish and maintain systems to track all events across the project
- Regular monitoring and reporting to ensure all partners deliver agreed targets
- Liaise with FHN and the wider FAN to ensure the smooth administration of activities, and with the Showroom Finance team in relation to project expenditure; receipt of funding; etc

#### Manage the XFSH budget

- Report to FHN Strategic Manager and the BFI about the funded activity, identifying any potential issues with delivery and agreeing actions
- Monitor evaluation of XFSH activity and work with FAN evaluation lead to ensure requirements are met, producing a short evaluation report for each programme.

## PERSON SPECIFICATION

### ESSENTIAL

- Demonstrable experience of developing and producing cultural projects of scale
- Event production experience covering a range of settings including outdoor and large arts venues
- A demonstrable track record in successfully steering complex projects from start to completion
- Financial literacy, including experience of putting together and effectively managing large scale project budgets
- Fundraising experience
- Strong negotiation skills and experience of negotiating and writing contracts
- Excellent presentation and communication skills, and the ability to work with a wide range of people from varied backgrounds
- A passion for Screen Heritage and working knowledge of the opportunities and challenges of exhibiting SH content
- Strong familiarity with film exhibition sector
- Robust knowledge of British cinema history
- The ability to write for a range of contexts including formal reports, press and public-facing copy
- An ability to manage conflicting priorities and good time management
- Demonstrable inter-personal skills to develop and maintain good collegiate working relationships with contacts, partners and stakeholders
- Have a good range of communication skills to motivate and influence partners to reach their goals including grassroots and volunteer-led organisations
- Proven ability to present to a large audience with confidence and flair
- A demonstrable understanding of promotional tools, including social media
- Confident IT skills, to include Microsoft Office
- Flexibility to travel and work outside of regular hours
- A demonstrable commitment to the principles of diversity and inclusion and their practical application and integration in the work environment
- A commitment to continuing professional development

## DESIRABLE

- Experience of working with co-producers and commissioning partners
- Experience of producing audience-facing events utilising Screen Heritage content

## HOW TO APPLY

Please send your completed application form and equal opportunities monitoring form to [recruitment@tynesidecinema.co.uk](mailto:recruitment@tynesidecinema.co.uk)

The closing date for applications is 21st August. Interviews will take place at Tyneside Cinema on 30th August. Please note that only shortlisted candidates will be contacted and we cannot offer feedback to non-shortlisted candidates.

If you would like to discuss this post before applying please contact [anna@filmhubnorth.org.uk](mailto:anna@filmhubnorth.org.uk) initially.