



FILM HUB NORTH PROGRAMME COORDINATOR – JOB DESCRIPTION

SALARY: £22,000 PA

LOCATION: Showroom Cinema, Sheffield

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, Showroom Finance Manager, Film Hub North Membership, FAN Talent Executives, FAN Managers, BFI, Into Film

CONTRACT TERMS: 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

SUMMARY OF THE ROLE

Film Hub North is looking for an experienced coordinator to support the successful delivery of FHN's activities by providing comprehensive financial and programme administration for the FHN team. Working alongside the existing Showroom Workstation and FHN team you will ensure that financial and statistical data is processed smoothly and clear records are maintained. You will liaise with the FHN Members ensuring payments and reporting is timely and accurate. You will oversee the organisation and administration of events and create effective systems and preparing reports for partners and funders.

MAIN RESPONSIBILITIES

- Support in the creation of administrative systems for the reporting of financial and statistical data.
- Produce regular financial and statistical reports for the FHN team.
- Track project income and expenditure for all FHN activity in line with FHN's financial procedures.
- Liaise with suppliers and partners to timely co-ordinate invoices and payments.
- Balance and account for the company credit cards held by the FHN team.
- Coordinate production of quarterly reports to BFI and other stakeholders.
- Prepare and administer Hub agreements and contracts.
- Support in the administration of FHN Member queries including signposting and providing key information and advice.
- Support in the delivery of a calendar of events and meetings for engagement with the FHN Membership including diary management and taking minutes where necessary.
- Provide administration of external calls for funded proposals including liaison with Members and facilitating assessment panels.
- Participate in BFI FAN meetings as required in relation to reporting and data.
- Other tasks as agreed with the FHN Strategic Manager.

PERSON SPECIFICATION

Our ideal candidate will be passionate about supporting the independent film sector and bring key financial administrative and coordination skills to the role. You will be confident, proactive and reliable, comfortable working in a dynamic team environment as well as enjoying working alone managing your own schedule.

You will be highly organised, methodical with excellent organisational skills in order to deliver to competing deadlines and have the flexibility needed to respond to new demands.

Enjoying working with numerical data you will be enthusiastic, suggesting improvements to FHN processes where necessary, interpreting data in order to tell a story of Hub activity.

You will have a willingness and energy to be an active member of a dynamic team, reacting to change with positivity.

ESSENTIAL

- Demonstrable experience of financial record keeping, supporting budget compilation, budget tracking, financial reporting.
- IT skills including using Excel, database applications, word, e-mail, internet search, information systems.
- Experience of data collection, processing and report writing.
- Proven literacy and numeracy skills with the ability to interpret data.
- Well-developed time management skills and excellent planning and organisational skills with the ability to prioritise effectively and manage multiple projects.
- Office management experience including the ability to set up administrative systems.
- Ability to work as part of a team and build working relationships with a range of people.
- Strong communication skills (both written and verbal) and excellent interpersonal skills.
- The ability to work proactively, in situations requiring flexibility and creative problem solving.

- Experience of report writing, demonstrating clear communication style.
- Experience of planning and delivering events.

DESIRABLE

- Experience with SAGE accounting software.
- A good working knowledge of current practice in a cultural, or public funding environment
- A strong interest in all forms of film exhibition and talent development
- Substantial experience of coordinating and delivering projects within the cultural sector.

HOW TO APPLY

Please send your completed application form and equal opportunities monitoring form to recruitment@tynesidecinema.co.uk

The closing date for applications is 13th August. Interviews will take place at Showroom Workstation, Sheffield on 29th 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 sally@filmhubnorth.org.uk initially.