



## FILM HUB NORTH TALENT COORDINATOR – JOB DESCRIPTION

SALARY: £17,600 (30 hours per week)

LOCATION: Tyneside Cinema, Newcastle upon Tyne. Although the position will be based at Tyneside Cinema, travel and working across the Northern region, including Film Hub North's other offices at the Showroom Cinema in Sheffield and HOME in Manchester, will be necessary.

EMPLOYER: Tyneside Cinema, Newcastle

REPORTS TO: Talent Executive, Film Hub North

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: BFI NETWORK Talent Executives, Film Hub North team, BFI NETWORK team, Showroom Workstation finance team, Film Hub North Membership, FAN Managers, BFI, Northern filmmaking community.

CONTRACT TERMS: 30 hours per week. (Includes flexible working some evenings and weekends) Fixed term contract until 31st March 2019 (Possibility of extension, subject to 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 from 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.

FHN's Talent Strategy will seek to discover, develop and support new and emerging film talent. Working with key national and regional partners we will deliver targeted activity that connects us with more diverse voices and untold stories, creating a region-wide accessible arena for discovery and expression.

## 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 organised and energetic Talent Coordinator to support in the delivery of our talent development activity across the North as part of the BFI NETWORK, based at Tyneside Cinema.

This role is essential to the successful delivery of the FHN Talent Strategy providing comprehensive coordination, event management and financial administration for the FHN Talent Team. Working closely with our two BFI NETWORK Talent Executives you will act as a first point of contact for all talent / project enquiries as well as overseeing the organisational, administrative and communication needs of the team. This will include processing financial and statistical data, setting up and maintaining appropriate systems and processes and preparing reports for partners and funders.

This is a fantastic opportunity to join a small team dedicated to discovering the most creative and distinctive new voices across the North of England

## MAIN RESPONSIBILITIES

- Support the BFI NETWORK Talent Executives in their roles to proactively seek and track new talent across the North.
- Monitor BFI NETWORK Postroom and short film and early feature funding submissions and support the Talent Executives in their review of applications and talent
- Work closely with the BFI NETWORK Talent Executives, FHN Communications staff and BFI NETWORK team in ensuring that all relevant FHN Talent Development information is regularly disseminated both internally and externally via the website, social media, newsletters and press releases. Maintaining tone of voice across all socials and website pages.
- Act as a first point of contact for BFI NETWORK/FHN Talent enquiries, providing information, advice and guidance as required and making referrals to other members of the team where relevant
- Oversee the organisational, administrative and communication needs of the FHN Talent Team
- Organise and administer all BFI NETWORK/FHN Talent events, screenings, masterclasses and surgeries.
- Maintain an up-to-date knowledge of industry activity, key players, opportunities, funding schemes and training initiatives.

- Manage the delivery from filmmakers of short film production materials and early development documents and ensure the BFI have relevant materials for their promotional needs.
- Create administrative systems for the reporting of financial and statistical data for the FHN Talent team.
- Manage quarterly reporting to the BFI and other stakeholders
- Participate in BFI Film Audience Network meetings as required in relation to Talent reporting and data.
- Be an ambassador for the BFI NETWORK/FHN Talent Team.
- Facilitate meetings, diary management, take minutes where necessary.
- To undertake any other duties that may be reasonably required

## PERSON SPECIFICATION

Our ideal candidate will be passionate about the discovery and development of new film talent across the North of England and bring key administrative, financial and event organisation skills to the role.

You will be confident, proactive and reliable, comfortable working in a team located across the North of England as well as enjoy working alone and managing your own busy schedule.

You will be passionate about film and talent development, with an interest in other related artforms (theatre, poetry, literature, comedy and the visual arts).

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.

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

## ESSENTIAL

- Relevant experience in a similar role.
- Excellent organisational and administrative skills, with the ability to handle large workloads, to prioritise and to meet deadlines.
- Outstanding communication and presentation skills, with the ability to deal effectively with people at all levels.
- Able to act on own initiative.

- Collaborative team player.
- A good working knowledge of the film industry and a commitment to other art forms (such as new writing, TV, theatre, literature, comedy and the visual arts).
- Practical IT skills including in-depth understanding of databases and monitoring systems.
- A demonstrable commitment to the principles of diversity and inclusion
- Experience of financial record keeping, supporting budget compilation, budget tracking, financial reporting.
- Experience of data collection and processing
- Office management experience including the ability to set up administrative systems.
- The ability to work proactively, in situations requiring flexibility and creative problem solving.
- Experience of report writing, demonstrating a clear communication style, and the ability to digest, interpret and share data.
- 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
- 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](mailto:recruitment@tynesidecinema.co.uk)

The closing date for applications is 20th August. Interviews will take place at Tyneside Cinema on 5th September. 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 [BFINETWORK@filmhubnorth.org.uk](mailto:BFINETWORK@filmhubnorth.org.uk)