



JOB PACK: BFI NETWORK TALENT EXECUTIVE

Salary: £32,000 per annum

Location: We would prefer the position to be based at the Showroom Cinema, Sheffield but we can be flexible about location, depending on the candidate's wishes.

The role will require frequent travel across the North and some UK-wide travel.

Although the position will ideally be based at Showroom Cinema, Sheffield, travel and working across the Northern region will be extensive and therefore may be suitable for someone living in any part of this region.

Reporting to: Film Hub North Directorate. Communicating and working with the FHN Strategic Manager is a key element of the role.

Employer: Tyneside Cinema, Newcastle

Main contacts: Film Hub North, Directorate and Strategic Manager; new filmmakers; BFI Film Fund; other BFI NETWORK Talent Executives and partners; wider film, arts and community sector.

Note: due to the scale of the region's geography, there are two Talent Executive posts located in the North, with the other currently based at Tyneside Cinema, Newcastle. We also employ a Talent Coordinator based in Newcastle. The two Talent Executives are expected to work together as a team across the Film Hub North area to deliver the agreed talent development plan.

Contract Terms: Full time, fixed term contract until 31st March 2022 (subject to annual funding). The role will require some evening/weekend working.

BACKGROUND INFORMATION

THE BFI FILM AUDIENCE NETWORK AND THE TALENT EXECUTIVE FUNCTION

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.

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.

OVERVIEW

Film Hub North is looking for a passionate Talent Executive to deliver our talent development activity across the North as part of the BFI NETWORK. This post will discover and support filmmakers, writers and artists working across different disciplines, at the early stages of their careers, helping to develop their storytelling abilities in film.

Our ideal candidate will demonstrate strong ability to engage with new talent - working across a variety of forms and platforms. You will be a great communicator, able to plan and deliver high-quality, localised talent development activity, whilst connecting with the Talent Executives in other regions to share and develop best practice.

SUMMARY OF THE ROLE

The role will be focused on designing and delivering a programme of activity across the North to identify and support filmmakers, as well as providing hands on support to filmmakers at the development and production stages. It will work in close collaboration with a second Talent Executive based at Tyneside Cinema, Newcastle to ensure a joined-up and comprehensive approach to talent development in the North.

The role will include supporting filmmakers to access funding; providing editorial expertise on funded projects; supporting professional development, including progress from short films towards features; and promoting opportunities available through BFI NETWORK and beyond.

The Talent Executives will promote funding opportunities for: i) short film production and ii) early feature development. They will provide creative and related oversight of funded work to ensure the strongest possible outcomes from the support provided. They will place inclusivity at the core of talent development

and conduct active regional outreach, working from a grassroots level up, to ensure that the widest range of people are aware of, and can access, the funding.

KEY RESPONSIBILITIES

- Organise a regular programme of screenings, surgeries, events and workshops across the North, and in line with the KPIs agreed with the BFI
- Connect dynamic new regional filmmakers with funding opportunities
- Seek out, develop and track relationships with new writers, directors and producers
- Participate in assessment processes, reviewing applications and making recommendations for funding
- Give concise, confident and swift editorial feedback on funded projects, including on short film cuts, samples and other material submitted
- For short films, provide creative support and production oversight from script stage through edit and up to final delivery
- Provide oversight of production and legal issues in relation to BFI NETWORK-funded projects in your region, including regarding copyright legislation
- Conduct regional outreach, including through collaboration with regional arts and community organisations
- Use and promote the BFI NETWORK website, reviewing new work, engaging with filmmakers and sharing information
- Liaise with professional development delivery partners to co-ordinate regional activity, specifically developing partnerships with exhibition venues
- Identify and access in-kind resources to enrich the experience of applicants and awardees
- Promote short films funded within the region, enabling routes to exhibition and distribution
- Liaise with other departments within HOME, Showroom Cinema, Tyneside Cinema and the rest of Film Hub North to ensure the smooth administration of activities, including in relation to project expenditure, receipt of funding, etc.
- Report regularly to stakeholders, including Film Hub North and the BFI about the funded activity, identifying any potential issues with delivery and agreeing actions
- Share information with the BFI Film Fund and other BFI NETWORK Talent Executives, including through regular meetings
- Respond to filmmaker enquiries about talent development within the region
- Signpost filmmakers to additional or alternative support
- Acknowledge and promote BFI NETWORK as a National Lottery-funded programme
- Promote other relevant initiatives such as NETWORK Weekender and NETWORK@LFF, and nominate filmmakers to participate in such schemes
- Attend events, local festivals, etc. as a representative where appropriate.

PERSON SPECIFICATION

ESSENTIAL

- Specific experience of talent development in film
- Ability to recognise promising talent through applications and related material
- Ability to form local and regional partnerships with a wide range of organisations, within and outside of the film industry, including community partnerships
- A demonstrable commitment to the principles of diversity and inclusion and their practical application and integration in the work environment and creative sector
- A high level of organisational skills with the proven ability to meet deadlines and targets while working in a busy environment
- Excellent communication skills and ability to deal effectively with people at all levels
- Ability to conduct regional promotion, including via social media
- Advanced IT skills, including Microsoft Office
- The ability to develop and maintain good collegiate working relationships with contacts, partners and stakeholders
- Experience of managing budgets including reconciling income and expenditure
- Strong familiarity with the film and wider arts sector
- A commitment to continuing professional development
- A passion for film.

DESIRABLE

- Experience of short film production
- Understanding short film budgets.

HOW TO APPLY

Please apply by sending a covering letter with our completed application form in the job pack. Under the Additional Information section in the Application form, please fully address the criteria in the person specification which is detailed in this job pack. If you do not do so, your application will not be shortlisted. In addition, you may include your CV, though please note that the shortlisting procedure will be done from the application form.

For more information and to download, or request an application pack please go to either:

Film Hub North: <https://filmhubnorth.org.uk>

Showroom Cinema: <http://www.showroomworkstation.org.uk/info/work-for-us>

Tyneside Cinema: <https://www.tynesidecinema.co.uk/about-us/our-venue/jobs>

HOME: <https://homemcr.org/about/jobs/>

Alternatively, call in and collect one from any of the above venues.

Please return ALL completed applications to: Recruitment, Showroom
Workstation, 15 Paternoster Row, Sheffield, S1 2BX or email to:
vacancies@filmhubnorth.org.uk.

**Closing date for submission of completed applications: Thursday 28th March
2019 at 1pm.**