

# **BFI NETWORK**

## **TALENT EXECUTIVE**

### JOB DESCRIPTION



### Key information

**Job title:** BFI NETWORK Talent Executive, Film Hub North

**Salary:** £32,000 per annum

**Location:** Showroom Workstation, Sheffield.

**Employer:** HOME, Manchester.

**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. You will also be responsible for co-assigning tasks to the BFI NETWORK Talent Coordinator.

**Key relationships:** Film Hub North team, Showroom Workstation, HOME, BFI NETWORK colleagues.

**Contract terms:** Fixed term contract until 31st March 2023 (subject to annual funding).

**Hours:** 37.5 per week (includes flexible working some evenings and weekends).

**Preferred start date:** September 2021, negotiable.

**Accessibility:** HOME strives to be an equality of opportunity employer. Please contact us if you have access requirements in order to apply for this opportunity.

**About the role:** The BFI NETWORK Talent Executive will discover and support early-career filmmakers, writers, directors and producers in the North of England, including those working across different creative disciplines, helping them to develop their storytelling abilities in film.

The Talent Executive will sit within Film Hub North's team, working alongside another Talent Executive and reporting to the Hub Manager. The Northern Talent Executives will work in close collaboration, with guidance and support from the UK-wide BFI NETWORK programme leads, to ensure a joined-up and comprehensive approach to talent development in the region.

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

The Talent Executive will place inclusivity at the core of their talent development work, ensuring that the widest range of people are aware of, and can access, the funding and opportunities available, and that the regional offer responds to local needs.

This post focuses in particular on Yorkshire and the North West. While the role has an office base in Sheffield, some remote working is expected and team meetings will take place at various locations across the North. An ability to travel is required once restrictions are lifted.

**About you:** Our ideal candidate will demonstrate a 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.

You will be comfortable working collaboratively and creatively and will possess solid project coordination and organisational skills, as well as a

pragmatic approach to tasks. Given the geographic remit of Film Hub North and the current operating context, you will be prepared to connect with talent virtually and in person when safe to do so.

You will preferably have experience in commissioning and designing talent development activities for new creatives. As you will lead the process for selecting short films for funding and oversee their production, you will also need project management skills and experience of budgeting and administration processes.

## Background information

### **About BFI NETWORK and the BFI Film Audience Network**

Made possible through National Lottery funding, BFI NETWORK exists to discover and support talented writers, directors and producers at the start of their careers. We collaborate with film organisations and leading cultural venues across the UK to provide funding for short films, support for the development of first features, as well as a range of professional and creative development programmes.

BFI NETWORK Talent Executives are based in regional Film Hubs as part of the BFI Film Audience Network (FAN) at some of England's foremost independent cinemas, arts venues and industry bodies, including HOME and Showroom Workstation.

### **About Film Hub North**

[Film Hub North](#) (FHN) is the largest of the film Hubs, and covers Cheshire, County Durham, Cumbria, Greater Manchester, Lancashire, Merseyside, Northumberland, North and North East Lincolnshire, Tyne & Wear and Yorkshire. The Hub Membership is made up of over 260 organisations, ranging from multi-screen arts centres to festivals and community cinemas.

FHN provides funding, training and support for film exhibitors – with an emphasis on growing new audiences for British, international and independent film.

FHN leads a national Screen Heritage project on behalf of FAN, which promotes access to the rich collections held by the UK's public film archives. FHN also delivers talent development activities to support local filmmakers at a grassroots level and nurture a new wave of creative talent in the North.

FHN is an innovative partnership between two of the main cultural independent cinemas in the UK: HOME and Showroom Workstation. The Hub team are based across the North in Manchester, Sheffield and Newcastle.

### **About HOME**

[HOME](#) first opened its doors in May 2015: a new, £25m multi-art form venue for Manchester operated by Greater Manchester Arts Centre (GMAC). We became one of the few UK organisations to produce new work across theatre, visual art and cinema. Our engagement team worked with over 55,000 participants, and we set up a dedicated Talent Development team to support and build the creative potential of artists in the region. HOME is an open and social space for the curious from all our communities, future artists and producers of work that is provocative, playful and contemporary, of Manchester and the world.

### **About Showroom Workstation**

[The Showroom](#) is Sheffield's only independently programmed cinema, complete with a fully licensed café bar. It is paired with the Workstation, which is the longest-running creative business centre in the city and home to a thriving community of over 60 cultural, creative and digital companies. All housed in an iconic 1930s' Art Deco building.

## Further reading

- [BFI2022 Strategy](#)
- [BFI NETWORK](#)
- [BFI Film Audience Network](#)

## Key responsibilities

*Have the experience and knowledge necessary to connect dynamic local filmmakers with training and funding opportunities for short films and early feature development.*

- Work with the existing Talent Executive to develop and track relationships with new writers, directors and producers.
- Design and deliver a responsive (online and in person) events programme for emerging talent in the North.
- Place inclusion and diversity at the core of outreach and funding activity, ensuring opportunities are as accessible as possible, and under-represented groups are actively engaged with at every stage.
- Attend short film showcases, festivals and networking events to identify talent and inform them of funding opportunities.
- Provide creative and practical support to encourage early-career filmmakers, writers and artists working across different creative disciplines to apply for funding opportunities.
- Offer practical mentoring, guidance and support to ensure that new talent with real potential is given equal opportunity to apply for funding opportunities.
- Participate in assessment processes, reviewing applications and making recommendations for funding.

*Give concise, confident and swift editorial feedback on funded projects in liaison with the other Talent Executive, including providing feedback on short film cuts, samples and other submitted material.*

- Provide creative support and production oversight from script stage through edit and up to final delivery for funded short films (between £5,000-£15,000).
- Provide editorial support and advice to writers receiving funding (at around £2,000) for early feature development work, eg. to produce initial treatments and pitch decks.

*Building effective and beneficial partnerships to further the aims of talent, BFI NETWORK and the greater BFI industrial strategy for the region.*

- Work with Film Hub North and partner organisations that promote and support filmmaking across the region to identify new and emerging talent.
- Assist in coordinating regional talent development activity, collaborating with delivery partners to identify new talent and create a Northern talent strategy.
- Research opportunities, cultivate new relationships and develop creative methods for identifying new talent outside of usual routes of film talent development.
- Liaise with national industry partners to coordinate activity.

*Be an advocate for encouraging the development and promotion of talent based in the North, including signposting filmmakers to additional or alternative support, showcasing their work and promoting links to the wider industry.*

- Respond to filmmaker enquiries about talent development opportunities within the region.
- Promote short films funded within the region, enabling routes to exhibition and distribution.
- Attend events and local festivals as a representative or suggesting relevant guest speakers.
- Share information with the BFI Film Fund and other Talent Executives, including through regular meetings.
- Promote other relevant initiatives such as NETWORK Weekender and NETWORK@LFF, and nominate filmmakers to participate in such schemes.

*Reporting, liaison and general administration.*

- Liaise with other departments within HOME, Showroom and Film Hub North to ensure the smooth administration of activities, including in relation to project expenditure, receipt of funding, etc.
- Report regularly to Film Hub North about activity, identifying any potential issues with delivery and agreeing actions to mitigate risks, and contribute to quarterly reporting for BFI NETWORK.
- Share information with the BFI Film Fund and the wider BFI NETWORK in coordination with the other Talent Executive.
- Use BFI's funding portal, with support provided by the BFI, to administer applications and funded projects.

- Administer project activities for events and outreach and manage related finances in liaison with the finance team.

*Be a positive contributor to Film Hub North.*

- Contribute towards Film Hub North team working and project leadership.
- Inspire and motivate staff within the organisation, celebrating our successes and encouraging ambition and achievement.
- Create a positive experience for local filmmaking talent and establish Film Hub North as synonymous with equality, diversity and accessibility.
- Play an active role in strategic planning processes and be responsible for completion of operating plans, budgets and reporting.
- Ensure accountability and the consistent implementation of agreed policies and procedures.
- Be a brand ambassador. Represent Film Hub North and BFI NETWORK at external events, sharing stories from filmmakers who have benefited from their experiences with the organisation, highlighting National Lottery support.
- Offer innovative and creative ideas to further develop talent development in the North.
- Participate in training and seek ways to develop the role, in negotiation with the Hub Manager.



## Person specification

### **Essential:**

- A passion for film.
- Specific experience of talent development (in film, TV or a related creative discipline).
- A demonstrable knowledge of the film scene in the North.
- 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.
- Ability to develop and maintain good, collegiate working relationships with contacts, partners and stakeholders.
- Strong familiarity with the film and wider arts sector.
- A commitment to continuing professional development.

- Willingness to travel (when restrictions are lifted) and work outside of regular hours.

**Desirable:**

- Experience of budgeting (ideally in relation to short films), including reconciling income and expenditure.
- Experience of short film production.
- Experience of script editing.

## Applying

### **How to apply**

Please complete the [HOME Application Form](#) telling us how you meet the Person Specification for this role.

Application Forms should be returned with a completed [Equal Opportunities Questionnaire](#) by email to [info@filmhubnorth.org.uk](mailto:info@filmhubnorth.org.uk).

You also have the option to submit a short video (up to 5-min) instead of a written response to application question 7 – this is where you outline how you are suited to the role. Please make sure you cover how you meet the person specification in the video.

If you have access needs and require additional support in order to apply, please get in touch by emailing [info@filmhubnorth.org.uk](mailto:info@filmhubnorth.org.uk).

**Closing date: Monday, 6 September 2021.**

**Interviews:** Friday, 24 September 2021. Interviews will take place via Zoom. Candidates invited to interview will be sent a list of questions in advance.

**Further information:** Appointment is subject to successful completion of an enhanced DBS Check which is carried out in line with HOME's Child and Adults at Risk Safeguarding Policy and Fair Access to Employment Policy.

If you would like to discuss this role in advance of applying, please contact [info@filmhubnorth.org.uk](mailto:info@filmhubnorth.org.uk).