

## Job Description

**Job title:** BFI NETWORK Outreach and Events Officer

**Salary:** £26,000 per annum

**Location:** The post holder will need to be based in the North. Offices are available in Manchester, Sheffield and Newcastle.

**Employer:** HOME, Manchester

**Reports to:** Film Hub North (FHN) BFI NETWORK Talent Executive

**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:** FHN BFI NETWORK Talent Executives, FHN wider team, BFI NETWORK UK team, Northern filmmaking community.

**Contract terms:** Fixed-term contract until 31 March 2023

**Hours:** 40 per week (includes flexible working, some evenings and weekends).

**Preferred start date:** May 2022, 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.

## 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.

### **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 Lincolnshire, Tyne & Wear and Yorkshire. The FHN Membership is made up of over 270 organisations, ranging from multi-screen arts centres to festivals and community cinemas.

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

FHN delivers BFI NETWORK talent development activities to support local filmmakers at a grassroots level and nurture a new wave of creative talent in the North. We also lead 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 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 Center (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**

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

## **About the role**

This role is essential to the successful delivery of the FHN Talent Strategy across the North providing comprehensive event management and partnership development. 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 and organising events and projects aimed at supporting filmmakers in the region.

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.

## Key responsibilities

### **Supporting Talent Development**

- Support the BFI NETWORK Talent Executives in their roles to proactively seek and track new talent across the North
- Monitor film submissions and support the Talent Executives in their review of applications
- Track production timelines ensuring the team are kept up to date
- Act as a first point of contact for Talent enquiries, providing information, advice and guidance as required and making referrals to other members of the team where relevant
- Organise and administer all 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
- Participate in Film Hub North meetings sharing knowledge across all aspects of the team
- Nurture and grow partnerships with organisations from across the North that will help access under-represented talent

- Integrate new partnerships into events and development programmes
- Work with BFI NETWORK and Film Hub North to ensure all of our events and online activity is accessible
- Be a brand ambassador and represent Film Hub North and BFI NETWORK at external events
- Offer innovative and creative ideas to further develop the potential for North based talent development
- Participate in training and seek ways to develop the role, in negotiation with the Film Hub North

**About you:**

Our ideal candidate will be passionate about the discovery and development of film talent across the North of England and bring key organisational and event management 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.

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

Given the geographic spread of Film Hub North and the current operating context, you will need to be prepared to connect with talent virtually through hosting online events and in person which will require travel.

## Person specification

### **The skills and experience we are looking for**

- A good working knowledge of the film industry in particular opportunities and challenges in developing filmmaker talent
- Well-developed time management skills and excellent planning and organisational skills
- Ability to work as part of a team and build working relationships with a range of people
- Experience of planning and delivering events
- Experience of report writing, demonstrating a clear communication style, and the ability to digest, interpret and share data
- Strong communication skills (both written and verbal) and excellent interpersonal skills
- The ability to work proactively, in situations requiring flexibility and creative problem solving
- IT skills including using Excel, database applications, word, e-mail, internet search, information systems
- Ability to work as part of a team and build working relationships with a range of people
- Understanding of and commitment to equality and diversity best practice
- To undertake all duties in compliance with company policy

## Applying

### **How to apply**

Please complete the [HOME Application Form](#) telling us how you meet the Person Specification for this role and return 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 up to 5-min video as an alternative to the application question 7- 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: Tuesday, 3 May 2022**

**Interviews:** Interview will take place on **Wednesday, 11 May** on Zoom and we will send you the 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).