

Job Description

Job Title: Head of Film Hub North

Location: Hybrid - 50/50% remote working with office space available in Manchester, Newcastle and Sheffield. Travel across the North is an essential requirement.

Reports to: Joint reporting to CEO's of both HOME and Showroom who form the Film Hub North Directorate.

Responsible for: Film Hub North staff including 6 direct reports dispersed across the North. Freelance posts as required.

Key Relationships: Film Audience Network Managers, BFI, Lead venue teams, Exhibition organisations in the North, Strategic Partners across the North including ACE, Creative UK, Screen Yorkshire, North East Screen, Into Film, LEP's and other regional bodies.

Contract Type: Fixed-term contract until 31 March 2026

Salary: £44,000 per annum

Hours: 40 hours per week inclusive of meal breaks

HOME Terms and conditions of employment apply

About Film Hub North

[Film Hub North](#) (FHN) supports film culture in the North of England through a combination of funding, training, advocacy and community-building. We help film exhibition organisations and filmmakers at a grassroots level, supporting them to grow audiences, screen great films and create exciting new work. Together, we're expanding audience choice, improving access to cinema and nurturing a new wave of creative talent.

FHN is part of the British Film Institute's (BFI) Film Audience Network (FAN) and forms a central component of the new Screen33 strategy. With 8 Hubs across the Nations and Regions FAN aims to build a broad film culture across the UK which recognises and values the quality of difference

and seeks to rebalance under-representation on screen, in the workforce and in audiences.

FHN has established itself as a vital resource for the film industry. Granting funds from The National Lottery via BFI, FHN has invested significantly in both the exhibition and production sectors, leading to hundreds of thousands of cinema admissions, dozens of new projects from Northern filmmakers and a more skilled, more connected industry in the region.

We're led by two of the North's main independent cinemas: HOME, Manchester and Showroom, Sheffield. From our offices there, and in Newcastle, we work across Cheshire, County Durham, Cumbria, Greater Manchester, Lancashire, Merseyside, Northumberland, North and North East Lincolnshire, Tyne and Wear, and Yorkshire.

About HOME

[HOME](#) first opened its doors in May 2015 becoming one of the few UK organisations to produce new work across theatre, visual art and cinema; with 5 screens championing the best of independent cinema. With dedicated Creative Development and Artist Development teams HOME supports and builds the creative potential of artists in the region.

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. Showroom leads on BFI Academy programmes, supporting emerging filmmaking talent.

The Role

The Head of Film Hub North is a key role setting the strategic direction of all activity. This is a leadership position focussed on developing opportunities for the Northern Exhibition sector, BFI NETWORK in the North and BFI Academy Plus - supporting emerging film talent.

In this role you will design and manage the delivery of all aspects of FHN's business plan and be the main representative regionally and nationally, working in partnership with the other Film Hubs. Leading on strategic direction and ensuring activity meets the BFI's objectives you will report to the FHN Directorate consisting of the Chief Executives of the two lead venues Showroom and HOME.

HOME

**SHOWROOM
CINEMA**

You will be part of a committed and ambitious team based across the North. You will have line management responsibility for the FHN team supporting professional development and ensuring appropriate resources are in place in order to meet FHN's ambitions.

This is an exciting time to join FHN as we enter into a new 3-year activity plan; building on excellence with scope to develop activity and support the sector through a range of strategic programmes aligned with the BFI's Screen33 strategy.

In this role you will champion the film sector in the North, forge partnerships to lever additional investment, support organisations to be resilient, and develop broad programmes of activity for audiences.

You will be committed to diversity and inclusion, able to support others to make positive change and be comfortable communicating with colleagues and external contacts at all levels.

Main Areas of Responsibility

Strategy

- Design and implementation of Film Hub North strategy including project management of funding programmes for grants to the sector, professional development and training programmes and building on a strong connected regional network.
- Management of the BFI NETWORK strategy for the North including contributing to national conversations and partnership development.
- Design and implementation of the BFI Academy Plus project supporting young film talent to access career opportunities.
- Building relationships with cultural organisations across the region, ensuring FHN strategy is responsive to sector needs.
- Be an active member of the National strategic group made up of Film Hub Leads and, along with BFI, ensure the Film Audience Network achieves its objectives and remains an industry leading project.
- Keep abreast of sector developments across cinema, production and

distribution in order to seek out opportunities and support the FHN Membership.

Leadership

- Line management of the FHN team including direct reports and freelance contracts.
- Supporting the team to be able to work freely and confidently achieving team objectives.
- Partnership development across the film sector, broadening the network including in production, exhibition and distribution.
- Ensure FHN activity is visible across the sector, contributing to events locally, nationally, internationally.
- Reporting FHN activity to the CEO's of HOME and Showroom and presenting at board level as required.
- Contributing to leadership meetings at HOME and Showroom.

Operational

- Accountable for all aspects of operational management, including grant giving processes and contractual obligations.
- Accountable for financial oversight, budget monitoring and year-end procedures working closely with the HOME and Showroom finance teams.
- Strategic design and delivery of communications and marketing strategy include b2b and b2c projects and contribution to nationwide PR campaigns.
- Seek opportunities for fundraising to lever additional investment into the sector in the North.
- Development of activity related research and evaluation to inform and add value to the sector.
- Ensuring data is collated accurately in order to demonstrate the

impact of activity and report to the Directorate, BFI and other stakeholders as necessary.

What we are looking for

Essential Experience

- Proven experience in a leadership role in the cultural sector
- Experience of line managing a team with a commitment to professional development
- Working knowledge of film exhibition with a wider understanding of the film industry including production and distribution
- Proven experience of building strategic partnerships
- Excellent financial awareness with experience managing budgets including tracking and audit documentation
- Excellent project management skills with proven experience managing complex projects with multiple stakeholders
- Evidence of successful fundraising and development to support the delivery of activity
- Experience of stakeholder management in a leadership role including with funders, partners and executive teams
- Ability to communicate clearly including presenting information to varied stakeholders
- Proven experiences of problem solving and the ability to negotiate and influence
- Committed to working in an open and inclusive organisation creating a positive working culture.

Additional Experience

- Experience of delivering festivals or events, ideally in film or visual/performing arts

- An understanding of film audience segmentation
- Experience of managing a grant giving programme

Commitment

- A commitment to continuing professional development
- Willingness to travel in the North and around the UK as required including some outside of regular hours
- Understanding of, and proven commitment to, equal opportunities, diversity and social inclusion

Our commitment to you

- A supportive environment prioritising staff welfare and professional development
- Bring part of an ambitious and engaged team excited by supporting the North's film sector

Staff benefits include

- Free cinema tickets
- Discounted theatre tickets
- Cycle to work scheme
- Discount in the HOME and Showroom shop and restaurant

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 recruitment@homemcr.org.
- 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 recruitment@homemcr.org.

Closing date: Monday 9 January 2023

Interviews: Thursday 26 January 2023

Interviews will take place in person in Manchester, travel expenses will be covered for candidates attending interviews.

Candidates invited to interview will be sent a list of questions in advance.

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.