**Job Description: Producer, BFI Film Academy North**

**Team:** Talent Development

**Responsible To:** Film and Digital Programme Manager

**Responsible For:**

No direct 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.

**Location:**

Remote/home working based in the North with negotiable onsite working in Manchester. Attendance at meetings/ running of events will take place in various locations once restrictions are lifted and therefore must be able to travel across the North as required.

**Contract terms:**

Project end date Thu 31 March 2022.

£200 per day working approximately 2 days per week. Working days can be flexible to suit the needs of the postholder and requirements of the project.

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

**Preferred Start Date:** Thu 1 July 2021 (sooner if the applicant is free)

**About the Project**

The BFI Film Academy North is a new collaborative project between HOME, Showroom and Film Hub North which will deliver a compelling new programme of activity that helps young people aged 16-25 engage more deeply with film culture and the business of film.

This activity is part of the UK-wide BFI Film Academy programme and is supported using funds from the National Lottery. The project offers opportunities for young people aged 16-25 to develop their creative voices without formal industry pressure. The programme aims to broaden the diversity of young people engaging with film, reach across the vast region by connecting young people to peers and opportunities and create a learning network for our organisations to improve their work with young talent through the sharing of best practice.

The priorities of the Programme are to:

* Deliver sessions for young aspiring filmmakers that focus on the business of film (production, distribution and exhibition).
* Give opportunities for young people to watch a wider variety of films in order to develop critical skills.
* Provide focused sessions for aspiring writers, directors and producers.
* Enable the growth of professional networks for young aspiring filmmakers.
* Give opportunities for aspiring young filmmakers to develop their creative track record.

**About the Role**

This role is an exciting opportunity for a Producer to join our team at the start of the project, driving the development and delivery of the Northern-wide programme of activity. The Producer will work in partnership with two leading independent cinema venues in the UK and collaborate with other Film Hub North Member venues ensuring opportunities can be accessed by young people across the region.

As a freelance Producer/Project Manager you are expected to have significant experience in project planning and management, administration, event producing and knowledge of the independent film sector. The role will require liaison with multiple partners including programme leads in other regions, organising online and in-person activity, budget and impact reporting.

**About Film Hub North (FHN)**

Supported by National Lottery funding the BFI Film Audience Network (FAN) is a unique collaboration made up of eight Hubs managed by leading film organisations and venues strategically placed around the country, FAN has been the backbone of the BFI’s strategy to ensure the greatest choice of film is available for everyone.

[FHN](https://filmhubnorth.org.uk) is the largest of the Film Hubs covering Cheshire, County Durham, Cumbria, Greater Manchester, Lancashire, Merseyside, Northumberland, North Lincolnshire, Tyne & Wear and Yorkshire. The FHN 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 exhibitions – with an emphasis on growing new audiences for British independent and international film.

FHN leads a national Screen Heritage project on behalf of FAN ensuring access to the wealth of the UK’s film archive. FHN also delivers talent development activities supporting filmmakers at a grassroots level nurturing a new wave of creative talent. For further information please visit https://filmhubnorth.org.uk/

FHN is an innovative partnership between two of the main cultural independent cinemas in the UK, [HOME](https://homemcr.org) and [Showroom Workstation](https://www.showroomworkstation.org.uk/), with staff 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. HOME is also a thriving cultural business, with a highly successful bar and restaurant, growing events and hires business, a fine retail offer, and an international publishing arm (Cornerhouse Publications).

For further information please visit <https://homemcr.org/>

**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.

For further information please visit <https://www.showroomworkstation.org.uk/>

**Main Duties**

1. Working with the lead organisations contribute to and produce a delivery plan of activity for 2021/22
2. Develop partnerships with organisations in order to broaden the reach of the programme
3. To act as lead producer on activity including researching and booking session speakers
4. Maintaining oversight of activity that may be taking place in multiple locations
5. Research and identify relevant platforms for delivery online and locations for in-person activity
6. Lead the project development group which is made up of HOME, Showroom and FHN to ensure communication and engagement across the programme is maintained.
7. With partner communication teams lead on a marketing strategy for activity to ensure opportunities are visible to young people
8. Ensure that all child protection and safeguarding procedures are adhered to at all times in accordance with GMAC’s Child Protection and Safeguarding Policy, Code of Conduct and Online Agreement.
9. Manage and control the project budget in liaison with the Head of Talent Development.
10. Working closely with the BFI to develop and implement an effective monitoring and evaluation strategy for the programme and to provide written reports when required.
11. Work collaboratively and supportively playing a key role in developing and delivering an integrated, inclusive, vibrant and creative programme of work.
12. Undertake a DBS check prior to starting work on the project.

**Additional Responsibilities**

1. Perform all tasks in line with HOME's commitment to providing the widest audience access.
2. Implement GMAC policies, in particular those around diversity, environmental sustainability, and access.
3. Some evening or weekend work may be required as well as travel to events and partner activity once restrictions are lifted.

**Essential Skills and Knowledge**

1. Demonstrable experience of project management with multiple partners in the cultural sector
2. Experience and working knowledge of the UK film industry
3. Excellent communication skills and ability to support in marketing activity including social media and distributing assets to partners across the programme
4. Budget management skills
5. Experience of report writing, demonstrating clear communication style, ability to digest, interpret and share data
6. A high level of organisational skills with the proven ability to meet deadlines and targets while working in a busy environment
7. Ability to deal with conflicting deadlines, complex projects and multiple partners.
8. Advanced IT skills