

RECRUITMENT PACK

Assistant Producer & Content Coordinator part-time role
September 2025



HOME

WELCOME

Thank you for your interest in the role of Assistant Producer & Content Coordinator part-time role at HOME.

HOME is Manchester's beating heart for theatre, film and art. It's an everyday escape, a space which invites everyone in for conversation, creativity, culture and connection. At HOME, you can discover new dimensions, old favourites and everlasting stories.

HOME is Manchester's premier arts centre and a registered charity, welcoming over 7 million visitors since opening. HOME features two theatres, five cinemas, an art gallery, and a popular restaurant. HOME collaborates with artists from both the UK and around the world to produce and present exceptional visual art, cinema, and theatre experiences. Placing a strong focus on UK theatre, international works, new commissions, and artist development, HOME is deeply rooted in the community, pushing creative boundaries, embracing experimentation, and sharing bold, exciting art with as wide an audience as possible. Our patrons include director Danny Boyle, actress Suranne Jones, playwright and poet Jackie Kay CBE, and artist Rosa Barba.

Our programme is presented across:

- Five state-of-the-art cinemas, presenting one of the UK's most celebrated programmes of independent film
- Two theatres – c.500 seat proscenium arch, T1; and c.130 seat flexible studio theatre, T2 – presenting HOME produced productions
- 500m² contemporary visual art space
- Digital platforms
- Talent development and engagement spaces
 - In youth and education settings and within communities across Manchester

HOME also relies on trading and secondary income to support the charity, including two bars, a restaurant, event spaces and retail space.

If you require a large print version of this recruitment pack, or any reasonable adjustments to apply for this position, please contact recruitment@homemcr.org.

OUR VISION & MISSION

WHAT WE'RE HERE FOR

We're an open and social space for the curious from all of our communities, future artists and producers of work that is provocative, playful and contemporary, of Manchester and the world.

WHERE WE WANT TO BE

We want to be central to making Manchester a major city celebrated for its distinctive art – art that enriches the lives and life chances of its people – and a magnet for artists and creatives from all over the UK.

WHAT MAKES US TICK

● We are conscientious

● We are considerate

● We are collaborative

● We are creative

● We are curious

STRATEGIC OBJECTIVES

We're here to share exciting, entertaining and thought-provoking stories with the people of our city and beyond

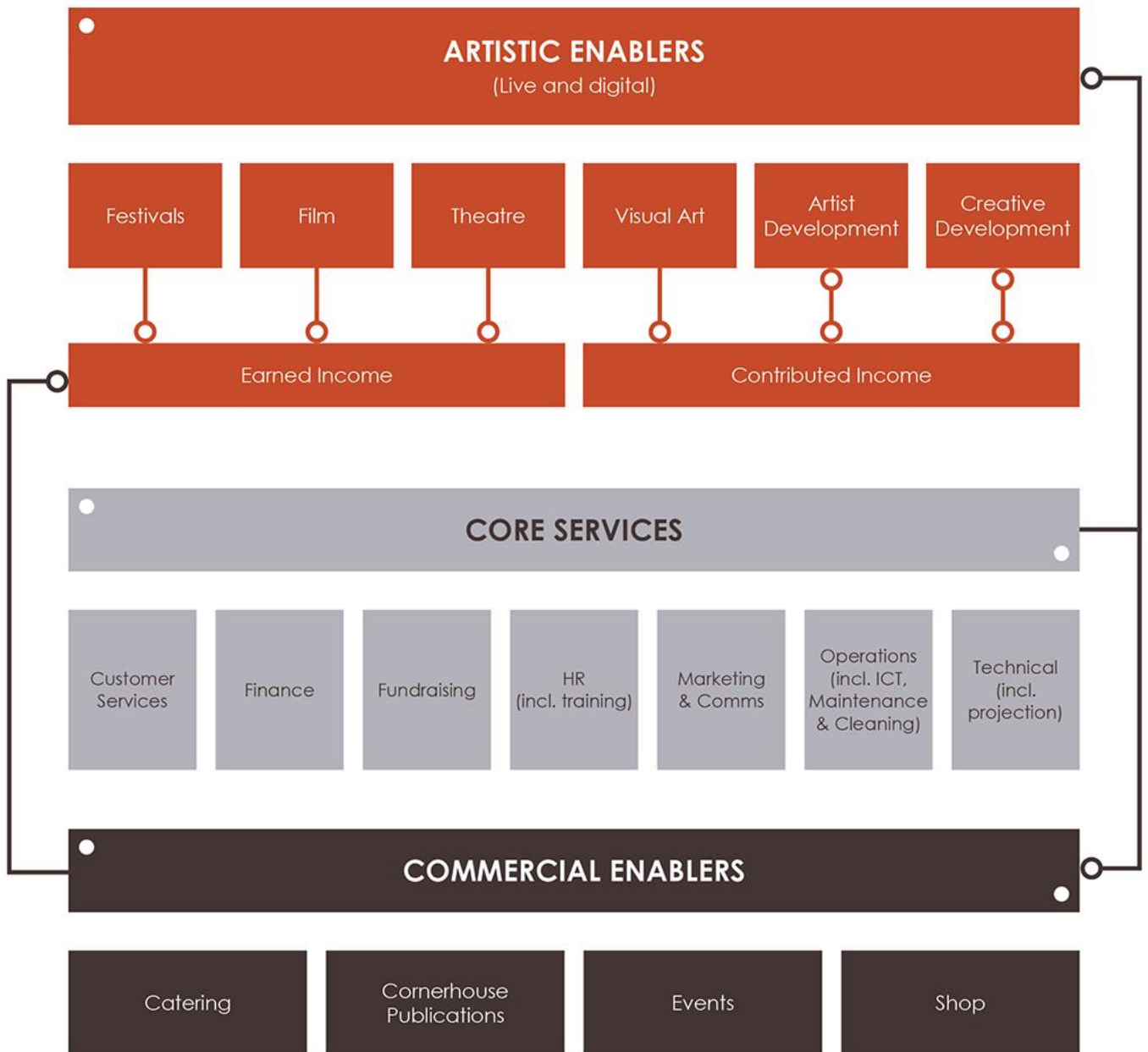
We're here to nurture creativity

We're here to develop and make our team feel valued

We're here to tackle inequality

We're here to protect the planet

HOW WE WORK





Equality at HOME

HOME is an inclusive employer, and we are committed to championing anti-racism, equality and diversity through the way we work, and the work we make and present.

We want our workforce to reflect the diverse communities of Greater Manchester and we welcome candidates from all backgrounds. We actively encourage and support applications from groups who are currently underrepresented across the arts sector, including members of the Global Majority, d/Deaf and disabled applicants and individuals from lower socio-economic backgrounds.

HOME is a Disability Confident Employer, and a Supporter of the Greater Manchester Good Employment Charter.



THE ROLE

Job Context

This is a part time, fixed term role within the Engagement team providing support and content creation for the BFI Film Academy. You will be reporting to the Creative Engagement Practitioner of Film and Digital.

Job Summary

The BFI Film Academy Assistant Producer & Content Coordinator supports the effective delivery of the BFI Academy over the delivery period and will work closely with the Creative Engagement Practitioner of Film and Digital, the BFI Film Academy Lead Producer and the BFI Film Academy Intern. You will support the facilitation, organisation and delivery of the content whilst supporting the lead producer and freelance staff so that sessions run smoothly and participants are engaged.

This is a cross -functioning role that will require you to document the sessions with video, photography and social media content. This role is vital in capturing and editing behind the scenes photos and films of the film shoots and sessions that you will use to create a short behind the scenes film that will be screened at the final showcase event. We are the Lead Partner for the North West Consortium and you will be required to visit our other partners to also document and capture behind the scenes photos, videos and interviews that will also be part of the short film.

KEY INFORMATION

Salary	£13.00 per hour (Paid last Friday of Month)
Contract	Fixed Term (variable hours – see hours below)
Hours of work	<p>106 delivery and 10 hours of editing. (116 hours)</p> <p>Below you will see the exact hours of work as required by the job, working evenings and weekends as appropriate. If additional hours are required, your line manager will agree to these with you in advance.</p> <p>The 6- and 7-hour shifts include a paid 20-minute break. There is no paid break for shifts of less than 4 hours.</p>
<div><div>Dates of Delivery</div><div><div>October</div><div>15/10/25 (6 Hours)</div><div>25/10/25 (6 Hours)</div><div>28/10/25 (6 Hours)</div><div>29/10/25 (6 Hours)</div><div>30/10/25 (6 Hours)</div><div>November</div><div>08/11/25 (6 Hours)</div><div>15/11/25 (6 Hours)</div><div>16/11/25 (6 Hours)</div><div>22/11/25 (6 Hours)</div><div>23/11/25 (6 Hours)</div><div>29/11/25 (6 Hours)</div><div>30/11/25 (6 Hours)</div><div>December</div><div>06/12/25 (7 Hours)</div><div>13/12/25 (6 Hours)</div><div>January</div><div>10/01/26 (6 Hours)</div><div>17/01/26 (6 Hours)</div><div>24/01/26 (6 Hours)</div><div>February</div><div>14/02/26 (3 Hours)</div></div></div>	

Place of work	HOME's offices are at 2 Tony Wilson Place, M15 4FN
Holidays	Rolled up holiday pay will be paid at 12.64% of Wage
Pension	GMAC Ltd operates a company pension scheme with a 3% company contribution, available to all staff who qualify.
Other benefits	Employee Assistance Programme
Probationary period	1 month
Notice period	1 month

JOB DESCRIPTION

Purpose

As the BFI Film Academy Assistant Producer & Content Coordinator, you would become part of the Creative Development team working closely with the Creative Development Film and Digital Practitioner, the BFI Film Academy Lead Producer and the BFI Film Academy Intern, working together to ensure that the 2025 BFI Film Academy at HOME is the best yet.

The BFI Film Academy will welcome 20 young people aged 16-19 to explore what it takes to establish a career in film through industry talks, creative workshops and the creation of a short film that will be screened at HOME. Your aim is to support the facilitation, organisation, and delivery of this year's content.

Team	Creative Engagement
Reports to	Creative Engagement: Film and Digital
Responsible for	n/a

Main duties

- Work closely with the Creative Development Practitioner of Film and Digital and the BFI Film Academy Lead Producer to complete tasks set by them to a high standard
- Completing session-based tasks such as handling petty cash, running errands, contacting participants, helping with equipment.
- Supporting the lead producer and freelance staff on the project to run their sessions smoothly.
- Supporting the lead producer with production-based administration tasks such as emailing actors, contacting locations, creating schedules and running errands on set.
- Organise trips with the Film & Digital Practitioner to partner venues and capture their shoot / sessions to feed into the overall BTS scenes documentary
- Capture the sessions with video and photography and social media content:
- Creating a short behind the scenes film that will be

screened at the showcase event and put on HOME'S online channels.

- Capturing and editing behind the scenes photos of the film shoots and sessions that will be used on HOME'S online platforms and shown at the showcase event.
- Capturing, editing and posting social media content of the project.
- Following correct procedures with capturing content of people including GDPR, image consent and safeguarding.
- Capture behind the scenes footage at our Consortium members locations (Blackpool, Barrow-in-Furness, Liverpool and Rochdale) to feed into the short behind the scenes film.
- Working closely with young people to promote engagement ensuring that participants' welfare remains central to the project.
- Evaluate and record work throughout the project, to feed into HOME'S project evaluation and the BFIs end-of-activity report



Additional duties

- Perform all tasks in line with HOME's commitment to providing the widest audience access
- Being an advocate and ambassador for the organisation
- Implement GMAC policies, particularly those around diversity, environmental sustainability, access, safeguarding and GDPR
- Keep up to date with financial, administrative and operational best practice.
- Work evenings and weekends as appropriate.
- Undertake national and international travel as required

This is not an exhaustive list of duties and HOME's management may, at any time, allocate other duties which are of a similar nature or level.

PERSON SPECIFICATION

Criteria	Essential	Desirable
Experience Personal, educational or employment experience are all valid	<ul style="list-style-type: none"> Working towards a goal as part of a team. Technically literate, knowledgeable with cameras and editing software. 	Delivering online sessions (Via Zoom/ Team) Experience working with young people. Experience creating social media content. Experience working on creative projects, particularly film related.

Skills and Knowledge	<ul style="list-style-type: none"> • Confident with camera and editing skills. • Previous use of Windows applications: Word, Excel, PowerPoint. • Proficient reading and writing skills (proofreading will be provided and this position is suitable for those who may have challenges with spelling or grammar) <p>Familiarity with Outlook (or other email and calendar scheduling apps)</p>	
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Other requirements	<ul style="list-style-type: none"> • Willingness to learn and ask questions. • Keen interest in Film and working with young people. • Creative problem-solving and initiative to find ways to support the project. • Passion for filmmaking, photography and social media. 	<p>A passion for inclusion as the project aims to reach those underrepresented in film.</p>
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HOW TO APPLY

The deadline for applications is **Monday 22nd September 2025, 5pm.**
Successful applicants will be notified by email by the end of the day on **Wednesday 24th September.**

Interviews will take place in person on Monday 29th September.

Please note We review applications and reserve the right to close an advert early if we identify suitable candidates. To avoid disappointment, submit your application as soon as possible. If successful for the role following interview, the start date will be subject to our employment checks which include receiving satisfactory employment references & right to work in the UK.

Application format: submit by email an up-to-date CV together with a supporting statement of no more than 2 A4 pages. **Please ensure you provide examples of how you meet the essential criteria within the Person Specification and the main responsibilities for this role in your supporting statement.**

Email your CV and written supporting statement **please add the job reference number in the subject line in your email**, or this can be a short video/audio response no more than 10 minutes long to recruitment@homemcr.org and complete the link here to the [Equal Opportunities Form](#)

We will interview candidates who meet the essential criteria in the person specification. Support is available at every stage of the process. Please email recruitment@homemcr.org if you have any questions related to support requirements.

HOME strives to be an equal opportunity employer, committed to diversity and inclusion in the workplace.

Please note Due to the high volume of applications we are unable to respond to all applicants individually. If you have not heard from us before the interview date, unfortunately, you have not been shortlisted on this occasion. Regrettably, we are unable to provide feedback at the application stage for those not selected for interview.

Thank you for your interest in this post.



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