

# RECRUITMENT PACK

Creative Engagement Film and Digital  
Practitioner – Full Time



# HOME

# WELCOME

## Thank you for your interest in the role of Creative Engagement Film and Digital Practitioner at HOME.

HOME is Greater Manchester's vibrant cross art form centre. We commission, create and present contemporary theatre, visual art and film and provide a space for experimentation where art forms meet and interconnect. HOME's programming is political, international and experimental.

HOME first opened its doors in May 2015: a new, £25m multi-art form venue for Manchester, operated by Greater Manchester Arts Centre (GMAC). Since opening, we have welcomed over 4 million visitors and contributed over £101 million to the Greater Manchester economy.

We became one of the few UK organisations to produce new work across theatre, visual art and cinema, achieving local, national and international artistic recognition.

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
- 500m<sup>2</sup> 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](mailto: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

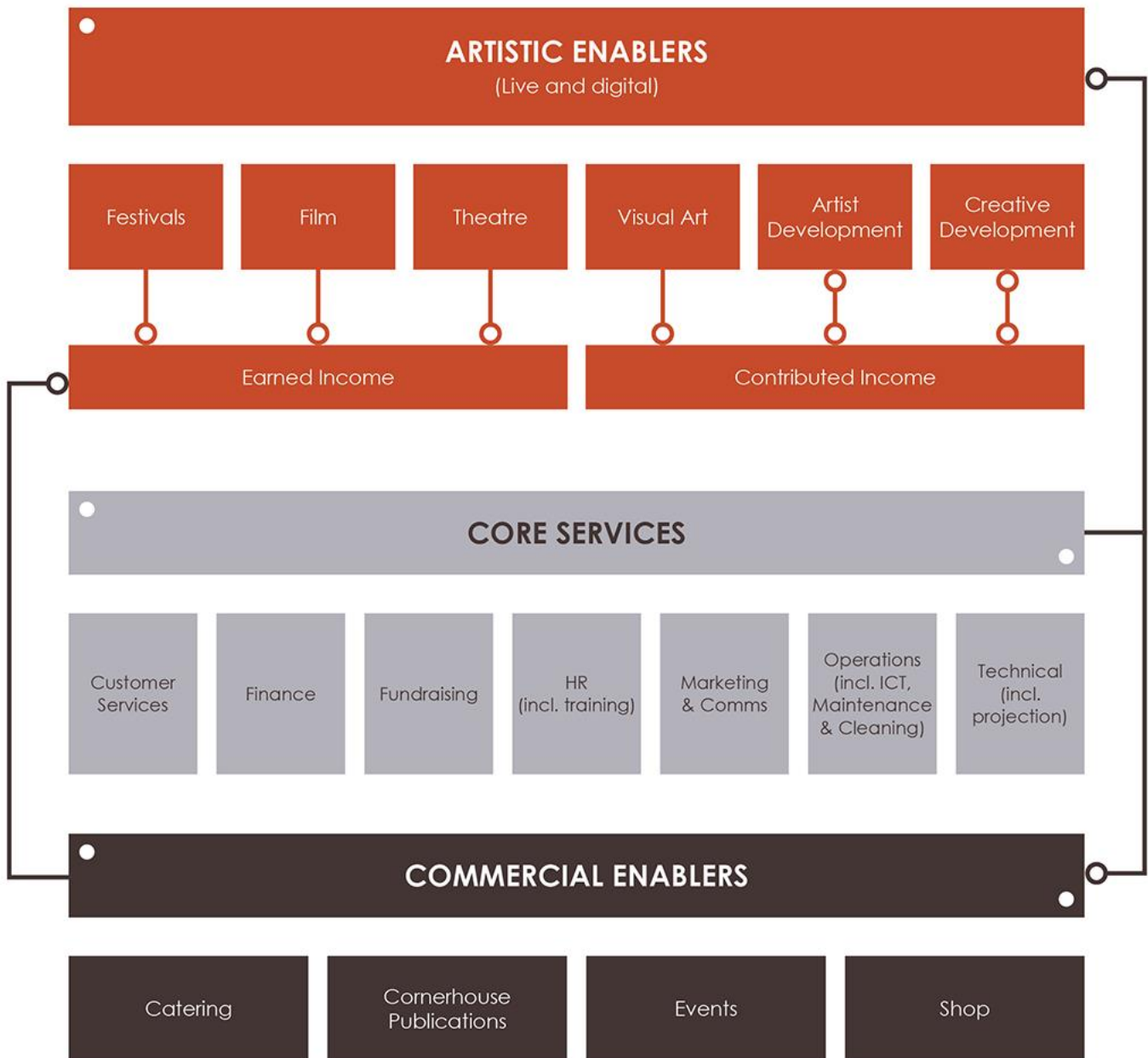
We're here to nurture creativity

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

The Creative Engagement Film & Digital Practitioner will support the Head of Creative Engagement in the coordination, administration, delivery and management of HOME's Film and Digital Engagement programmes.

The role will directly contribute to HOME's Young People, Schools and Communities offer, striving to authentically co-create film and digital work, engaging people in creative opportunities and providing pathways into industry. Leading programmes including the BFI Film Academy and HOME Young Film Collective, programming film study days and supporting HOME's wider creative engagement offer.

The Creative Engagement Film & Digital Practitioner will work closely with the Head of Creative engagement to ensure the programme supports the wider organisation's strategy and goals and will work closely with other departments at HOME to develop a dynamic, creative programme that enables **everyone** to access art and culture and explore their own creativity.

The post holder will be a highly organised individual who has a specialist interest or background in Film and Digital but be interested in working across Schools, Community and Young People's work. As a vital member of the wider HOME Team this post includes project coordination, administration, delivery and budget management. They will hold relationships with key stakeholders and partners and supervising freelance artists and project staff. They will demonstrate highly effective communication skills and the ability to work independently and as part of the team.

## Creative Engagement at HOME

By 'Creative Engagement' we mean every activity that enables people (communities, schools, children, young people and families) to get closer to and take part in HOME's wider programme. Through our work we strive to increase access to art and culture, improve health and wellbeing, amplify unheard voices and support people to tell their own stories through their own artistic creations.

We adopt a person centred / co-created approach which is central to our vision at HOME, and we connect with an exceptionally diverse mix of people who see and shape our work. Our wider Creative Engagement programme enables young people, schools and communities to deepen their interests and skills, actively take part, connect with others, experience and learn through art and culture and authentically co-create new and exciting work.

Through creative engagement projects, workshops, performances, exhibitions, courses or employability/career opportunities – everything we do links to our wider programme, with nothing in isolation. We exist to positively impact individuals and wider communities artistically, economically and socially.

# KEY INFORMATION

<b>Salary</b>	£28,963 per annum
<b>Contract</b>	Permanent, full time
<b>Hours of work</b>	40 hours, including 1 hour lunch breaks Exact hours of work as required by the job, working evenings and weekends as appropriate. Overtime payments will not be made, however time off in lieu will be available to cover additional hours worked with your Line Manager's agreement.
<b>Place of work</b>	HOME's offices are at 2 Tony Wilson Place, M15 4FN
<b>Holidays</b>	25 days per annum plus statutory holidays
<b>Pension</b>	GMAC Ltd operates a company pension scheme with a 3% company contribution, available to all staff
<b>Other benefits</b>	Discounted cinema and theatre tickets Employee Assistance Programme Option to purchase additional holidays Access to training and professional development Cycle to work and Tech scheme
<b>Probationary period</b>	6 months
<b>Notice period</b>	1 month during probationary period, 2 months thereafter



# JOB DESCRIPTION

## Purpose

To support the Head of Creative Engagement in the coordination, administration and delivery of an inclusive and accessible Film & Digital engagement programme. The role will develop key relationships with funding bodies and industry partners as well as education institutions and community organisations. Implementing effective project management to deliver a high-quality creative engagement offer for Young People, Schools and Communities.

The Creative Engagement Film & Digital Practitioner will manage multiple Film & Digital projects, delivering practical filmmaking sessions, programming and producing community and schools film workshops and events, and co-creating short films with participants. Ensuring our work is reflective of our local, diverse communities. They will also ensure the programme supports the wider organisation's strategy and goals and will work closely with other departments at HOME to develop a dynamic Creative Engagement Programme that enables **everyone** to access culture and explore their own creativity.

**Team** Creative Engagement  
**Reports to** Head of Creative Engagement  
**Responsible for** Supervising freelancers and one intern.

## Main duties

1. Working with the Head of Creative Engagement and in collaboration with team members across the organisation, as well as education institutions industry and local authority partners, to develop, programme, manage, produce and deliver HOME's year-round Creative Engagement offer for young people, schools and communities.
2. To lead Creative Engagement projects, be part of working groups, and collaborate with colleagues to deliver cross-organisational projects – as directed by the Head of Creative Engagement or CEO.
3. To ensure that the engagement programme links directly to and is part of HOME's overall programme, working closely with colleagues in all other departments.

4. To support, produce and deliver key elements of the Creative Engagement programme including workshops, festivals, flagship projects (inc. BFI Film Academy and HOME Young Film Collective) schools' programmes, community projects and young people's activity.
5. To manage multiple Film and Digital Creative Engagement projects, implementing effective project management – embedding best practice and ensuring set outcomes and outputs are delivered.
6. To recruit, contract, liaise and supervise freelancers, artists, filmmakers and other creative practitioners engaged in the delivery of projects.
7. To work with the wider Creative Engagement Team, local partners and stakeholders to develop responsive programmes of work in our communities and schools.
8. To develop opportunities and pathways for the career development of young people and communities, working closely with the Schools and Creative Careers Coordinator.
9. To maintain a working knowledge of and participate in regional and national engagement networks and to keep up to speed with developments in the industry.
10. To work with the Marketing and Communications team to ensure work is effectively promoted. Regularly writing copy and providing content for social media and updating the website in order to raise the profile of HOME's Creative Engagement work at a local and national level.
11. Work with HOME's Development Team to identify and support fundraising and reporting when needed.
12. As a budget holder to implement effective budget management, regularly reporting to the Head of Creative Engagement.
13. To develop and implement an effective monitoring and evaluation strategy for the programme and to provide written reports when required.
14. To represent GMAC at relevant conferences and events and be an advocate for this programme of work internally, locally, regionally and nationally.
15. To work collaboratively and supportively as a member of the HOME Team, playing a key role in developing and delivering an integrated, inclusive, vibrant, and creative programme of work.
16. To embed Diversity and Inclusion across the organisation.

## Additional duties

- Perform all tasks in line with HOME's commitment to providing the widest audience access.
- Be an advocate and ambassador for the organisation.
- Implement GMAC policies, in particular those around diversity, environmental sustainability, access, safeguarding and GDPR.
- Keep up to date with financial, administrative and operational best practice.
- Carry out duties as deemed appropriate by the Head of Creative Engagement.
- 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
<b>Experience</b>	<p>Experience in the delivery of high-quality film and digital based projects for young people, schools or communities.</p> <p>Experience producing short films.</p> <p>Experience of building purposeful partnerships with a variety of organisations and individuals.</p> <p>Experience in project management - managing multiple projects and implementing effective, administration and budgeting processes.</p> <p>Experience of implementing effective monitoring and evaluation methods.</p> <p>Experience in writing reports for management, trustees, funders or wider stakeholders.</p>	<p>A background in film or digital arts.</p>

<b>Skills and Knowledge</b>	<p>A demonstrated understanding of safeguarding and child protection.</p> <p>An understanding of the film industry and film education landscape, particularly within the North of England.</p> <p>Ability to manage multiple projects within a fast-paced environment, effectively meeting deadlines.</p> <p>Ability to respond quickly to problem solve and meet the needs of the programme</p> <p>Effective administrative and IT skills (Excel, Outlook, Teams, PowerPoint, Sharepoint) with excellent attention to detail.</p> <p>Excellent communication skills.</p>	<p>Ability to implement persistence, enthusiasm, resilience and creativity.</p>
<b>Other requirements</b>	<p>A drive to promote access to art and culture.</p> <p>Ability to proactively work both as part of a team and independently.</p> <p>Flexibility and ability to work evenings and weekends as required</p> <p>Able to handle sensitive information with confidentiality</p>	



# HOW TO APPLY

**The deadline for applications is Monday 30<sup>th</sup> June 2025, 10am**

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 or this can be a short video/audio response no more than 10 minutes long to [recruitment@homemcr.org](mailto:recruitment@homemcr.org) and complete the [Equal Opportunities Form](#) to apply via the link.

We will interview all candidates who meet the essential criteria in the person specification. Support is available at every stage of the process please email [recruitment@homemcr.org](mailto:recruitment@homemcr.org) if you have any questions related to support requirements.

**Interviews will take place on Monday 14<sup>th</sup> July**

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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