

## **Job Description**

**Job Title:** Film Hub North Events and Programme Officer

**Location:** The post-holder will need to be based in the North of England. Hybrid-remote working with office space available in Sheffield, Newcastle and Manchester. There is an expectation that some days will be office-based. Travel across the North is an essential requirement.

**Contract Type:** Fixed term contract until 31 March 2026

**Start Date:** As soon as possible subject to recruitment check

**Salary:** £28,000 per annum

**Hours:** 40 hours per week inclusive of meal breaks

**Annual Leave:** 30 days (this includes bank holidays)

**Employer:** HOME (Manchester) - Please note HOME terms and conditions of employment apply

**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, Film Academy Talent Producer, FHN wider team, BFI NETWORK UK team, Northern filmmaking community, young programmers and young filmmakers (16-25)

**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.

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.

## **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 in the North of England. 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**

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 a dedicated Creative Development and Artist Development Teams HOME supports and builds the creative potential of artists in the region. 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. Showroom leads on BFI Academy programmes supporting emerging filmmaking talent.

## **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 talent / project enquiries as well as overseeing and organising events and projects aimed at supporting filmmakers in the region.

You will also be working closely with the Film Academy Talent Producer, supporting the delivery of our Young People events and projects aimed at supporting 16-25 year-olds who are interested in a career in the screen industry.

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.

## **Main Areas of Responsibility**

- Support the delivery of our Talent Development programmes (4 days/week) and Young People (16-25) programmes (1 day/week)
- Support the BFI NETWORK Talent Executives in their roles to proactively seek and track new and diverse talent across the North
- Support the Film Academy Talent Producer in their role to proactively reach and engage a diverse pool of young people across the North
- 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
- Support the Film Academy Producer with the organisation, administration and delivery of all Young People events and screenings
- Monitor programme and film submissions and support the Talent Executives and Talent Producer in their review of applications
- Maintain an up-to-date knowledge of industry activity, key players, opportunities, funding schemes and training initiatives
- Work in collaboration with Communications Lead, Talent Executives and Film Academy Talent Producer to profile and promote talents supported through our funding and training programmes
- Participate in Film Hub North meetings sharing knowledge across all aspects of the team
- Nurture and grow partnerships with diverse organisations from across the North that will help access and engage with under-represented talent
- Integrate new partnerships into events and development programmes
- Work with BFI NETWORK and Film Hub North to ensure all our events and online activity is accessible and participants with access

requirements are supported

- 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
- Other tasks and duties as agreed with the BFI NETWORK Talent Executives and Film Academy Talent Producer, within the remit and responsibilities of the role.

### **Person Specification: who are we looking for?**

Our ideal candidate will be passionate about the discovery and development of diverse 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.

### **Essential Experience / Requirements**

- Working knowledge of the film industry, in particular opportunities and challenges in developing filmmaking talent
- 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
- IT skills including using Excel, database applications, word, e-mail, internet search, information systems
- 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
- The ability to work proactively, in situations requiring flexibility and creative problem solving
- Understanding of and commitment to equality, diversity and inclusion best practice and confidence in working with filmmakers with access requirements

### **Desirable Experience**

- Experience working with early career talents and creatives
- Experience of delivering events and programmes for and with people with access requirements.
- Experience working with 16-25 years old - a DBS check will be required for this role.

### **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, access, 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

- HOME Company training: Carbon Literacy, Health and Safety, Safeguarding, Equality Diversity and Inclusion, Anti-racism, Security

**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 email an up-to-date CV with supporting statement providing examples of how you meet the listed essential criteria for the role. Your supporting statement should be no more than 2 A4 pages. You also have the option to submit your supporting statement as a video (no longer than 10 minutes in total).

- If you have access needs and require additional support in order to apply, please get in touch with [recruitment@homemcr.org](mailto:recruitment@homemcr.org)

- Email your CV and supporting statement or video response by email to [recruitment@homemcr.org](mailto:recruitment@homemcr.org)

- Please make sure to complete the [Equal Opportunities Questionnaire](#)

**Closing date: Thursday 10 April 2025, 10 AM.**

**Interviews: w/c 14 April 2025**

Interviews will take place online or in person. Candidates invited to interview will be sent a list of questions in advance.

If you would like to discuss this role in advance of applying, please contact [info@filmhubnorth.org.uk](mailto:info@filmhubnorth.org.uk)