

## Job Description

**Job Title:** Film Hub North Talent Producer

**Location:** Must be North based. Hybrid- remote working with office space available in Manchester, Newcastle and Sheffield. Travel across the North is an essential requirement.

**Reports to:** Head of Film Hub North

**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. You will also be responsible for co-assigning tasks to the Events and Outreach Officer.

**Key Relationships:** Film Hub North team, Film Audience Network Managers; BFI, Lead venue teams, Exhibition organisations in the North, BFI Film Academy partners, Strategic Partners across the North including Screen Yorkshire, North East Screen and organisations delivering young people's activity.

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

**Start Date:** 1 April 2023

**Salary:** £30,000 per annum pro rata- 3 days per week

**Hours:** 24 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 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](#) 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.

**HOME**

**SHOWROOM  
CINEMA**

## About the Project

BFI Film Academy Plus is a Northern-wide collaborative project which will deliver a compelling 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 BFI's Screen 33 strategy and is supported using funds from the National Lottery. The project offers opportunities for young people to develop their creative voices through a range of activities in partnership with cinemas, festivals and other organisations across the North.

The programme aims to broaden the diversity of young people engaging with film, connect young people to peers, creating a joined up network of opportunities that plug gaps in the current skills provision.

The priorities of the Programme are to:

- 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 and see their films on screen
- Deliver sessions for young aspiring filmmakers that focus on the business of film (production, distribution and exhibition).
- Join up existing activity including young programmers, BFI Academies and festival opportunities in order to form a Northern-wide network sharing best practice and resources.

## About the role

The Talent Producer will design and deliver the BFI Academy Plus programme in collaboration with the FHN team and wider partners. 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.

You will be part of a committed and ambitious team based across the North. You will be comfortable working collaboratively and creatively and possess solid project coordination, organisational skills and pragmatism.

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.

Our ideal candidate will demonstrate strong ability to engage with new talent - working across a variety of forms and platforms. You will be a great communicator, able to plan and deliver high quality, localised talent development activity, whilst connecting with the Talent Executives in other regions to share and develop best practice.

## Main Areas of Responsibility

### Project Management

- Working with FHN to develop and deliver a programme of activity that meets the required outputs for the BFI Academy Plus programme
- Develop partnerships with organisations in order to broaden the reach of the programme including organisations already working with, or aiming to work with, young creatives
- To act as lead producer on activity including across filmmaking programmes forging relationships to broaden the scope of delivery
- Research and identify BFI Film Academy providers in the North with the aim to create a collaborative joined up network providing roots to industry for young creatives.
- Maintaining oversight of activity that may be taking place in multiple locations
- Lead the project development group which is made up of HOME, Showroom and FHN to ensure communication and engagement across the programme is maintained.
- With partner communication teams lead on a marketing strategy for

activity to ensure opportunities are visible to young people

- With the FHN Talent Executives to track emerging talent and support in the transition from grassroots to BFI NETWORK opportunities.
- Work with partnership venues to design and deliver a responsive (online and in person) events programme for emerging talent in the North region

### Be an advocate for emerging and grassroots North-based talent

- Signpost filmmakers to industry support and opportunities including those to showcase their work
- Respond to enquiries about grassroots talent development within the region
- Support in the development of a short film and DIY production scheme including screening filmmaker work across the North in partnership with venues
- Attend events, local festivals etc. as a representative where appropriate

### Reporting, liaison and general administration

- Play an active role in strategic planning processes and be responsible for completion of reporting to BFI and other stakeholders
- Liaise with other departments within HOME, Showroom and Film Hub North to ensure the smooth administration of activities including budget expenditure
- 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.

## Values and teamwork

- As part of Film Hub North contribute towards team working and project leadership
- Be a brand ambassador and represent Film Hub North at external events
- Offer innovative and creative ideas to further develop the potential for North based emerging talent
- Participate in training and seek ways to develop the role

## What we are looking for

### Essential Experience

- Working knowledge of film exhibition with a wider understanding of the film industry including production and distribution
- Knowledge of talent pipelines and skills strategy for young people in the cultural sector
- Excellent project management skills with proven experience managing demanding projects
- Proven experience of building strategic partnerships
- Financial awareness with experience tracking budget expenditure
- Ability to communicate clearly including presenting information to varied stakeholders
- Committed to working in an open and inclusive organisation creating a positive working culture
- Excellent communication skills and ability to work with multiple partners with varied priorities
- Experience of report writing, demonstrating clear communication style, ability to digest, interpret and share data

- A high level of organisational skills with the proven ability to meet deadlines and targets while working in a busy environment

### Additional Experience

- Experience of running short film programmes
- Experience of running events for young people

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

**Closing date:** Monday 16 January 2023

**Interviews:** Wednesday 1 February 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](mailto:info@filmhubnorth.org.uk)