

## Job Description

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Job title:	BFI NETWORK Talent Executive, Film Hub Midlands
Reporting to:	Development Director, Broadway
Location:	The post will be based at Broadway, but on a regular basis, the successful candidate will be expected to work from our Film Hub Midlands partner, Flatpack Projects' Birmingham office
Staff responsible for:	No Direct reports
Functional responsibility:	To discover and support filmmakers, writers and artists in the Midlands area working across different disciplines at the early stages of their careers, helping to develop their storytelling abilities in film.
Hours worked:	37.5 (Includes flexible working some evenings and weekends)  Please note that while the project intends to run until March 2022, project funding for this post is confirmed on an annual basis.
Salary Grade	Grade 2 (£29,415- £31,207) depending on experience.
Start date:	Preferred start date 3 <sup>rd</sup> April 2018

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### About Film Hub Midlands

As set out in the five year strategy BFI2022, the BFI is making key changes to the BFI Film Audience Network (FAN). Supported by National Lottery funding, FAN is a unique collaboration made up of eight Hubs managed by leading film organisations and venues strategically placed around the UK, and is the backbone of the BFI's strategy to ensure the greatest choice of film is available for everyone. Changes to Hub boundaries include the creation of a new Film Hub Midlands, which will be managed and led by a strategic partnership between Broadway in Nottingham and Flatpack Projects in Birmingham. Providing resources, training and funding for film exhibition – with an emphasis on growing new audiences for British independent and international film – Film Hub Midlands will also deliver talent development activity for aspiring filmmakers and raise awareness of film culture in the region.

## About BFI NETWORK Talent Executives

BFI NETWORK is a UK-wide collaboration between the BFI and film organisations and venues around the country, with a mission to discover and support talented writers, directors and producers at the start of their careers. As part of the new strategy, BFI NETWORK Talent Executives will be appointed to its Film Hubs in England.

These exciting, demanding and expansive roles will focus on outreach as well as discovering and supporting new filmmakers. Looking after designated regions, based within some of England's foremost independent cinemas, arts venues and industry bodies, they will include identifying potential talent; supporting filmmakers to access funding; providing editorial expertise on funded projects; encouraging professional development; and guidance to access opportunities available through BFI NETWORK and beyond. The Executives will place inclusivity at the core of talent development and conduct active regional outreach, working from a grassroots level up, to ensure that the widest range of people are aware of, and can access, the funding. We are looking for people from a broad range of backgrounds, who can demonstrate out-of-the-box thinking in how they engage with new talent working across a variety of forms and platforms. We're seeking great communicators with the ability to plan and deliver high-quality, localised talent development activity.

## About Broadway

Broadway is the Hub Lead Organisation for Film Hub Midlands, part of the BFI Film Audience Network, and an Arts Council England National Portfolio Organisation, providing support for our Near Now studio for arts, design and innovation. An old favorite of Quentin Tarantino, an early supporter of Shane Meadows and with the only auditoria in the world designed by Sir Paul Smith, Broadway, based in the heart of Nottingham's Creative Quarter [www.broadway.org.uk](http://www.broadway.org.uk) is one of the leading independent cinemas and creative media centers in the UK. With an annual turnover of £3m it attracts over 300,000 visitors each year including almost 200,000 admissions to a programme of cinema, film education, festivals and special events with a range of activities that support the development of talent, artistic and creative practice. It is home to a number of filmmakers, receiving international recognition for their work, who share their professional experience, training participants of Broadway's BFI Film Academy course for 16-19 year olds.

## Broadway is proud to be a partner of BFI NETWORK



## **Key Responsibilities:**

### **Develop a network of new and existing outreach partners to help scout for new talent, removing barriers around inclusion and addressing under-representation**

- Work with Broadway and Flatpack through partner organisations that promote and support diverse communities across the East and West Midlands, to identify new and emerging talent
- Develop strong links with Midlands based arts and cultural organisations (including ACE NPOs), offering funding surgeries and promoting the opportunities afforded by BFI NETWORK
- Engage with Film Hub Midlands members to provide opportunities for new talent to access a broader film culture, including 'films you should see' programming, filmmaker Q&As, screenings of funded shorts, cast and crew screenings and access to collaborative work spaces
- Establish a Midlands-wide BFI Film Academy alumni network and approach local talent already known to Creative England and the BFI to alert them to new opportunities and access their readiness to apply for funding
- Assist in co-ordinating regional talent development activity, collaborating with existing professional development delivery partners including WM Screen Bureau and Birmingham Producers Forum in identifying new talent and developing Midlands talent strategy

### **Have the experience and knowledge necessary to lead on connecting dynamic new Midland based filmmakers with funding opportunities for short films and early feature development**

- Seek out, develop and track relationships with new writers, directors and producers, promoting opportunities offered by BFI NETWORK through an online and social media marcomms strategy
- Attend short film showcases, festivals and networking events to identify talent and inform them of funding opportunities
- Provide creative and practical support to encourage filmmakers, writers and artists working across different disciplines at the early stages of their careers to apply for funding opportunities
- Offer practical mentoring, guidance and support activities to ensure that new, raw talent with real potential is given equal opportunity to apply for funding opportunities
- Participate in assessment processes, reviewing applications and making recommendations for funding

### **Give concise, confident and swift editorial feedback on funded projects, including on short film cuts, samples and other material submitted**

- Provide creative support and production oversight from script stage through edit and up to final delivery for funded short films (between £5,000-£15,000),

- Provide editorial support and advice to writers receiving funding (at around £2,000) for early feature development work, e.g. to produce initial treatments or other pitch documents
- Provide oversight of production and legal issues in relation to BFI NETWORK-funded projects in the region, including regarding copyright legislation
- Access support from Broadway's existing talent development team to provide additional creative, production and editorial input

**Be an advocate for encouraging the development and promotion of Midland based talent including signposting filmmakers to additional or alternative support, showcasing their work and links to the wider industry**

- Respond to filmmaker enquiries about talent development within the region
- Promote short films funded within the region, enabling routes to exhibition and distribution
- Attend events, local festivals etc. as a representative where appropriate
- Use and promote the BFI NETWORK website, reviewing new work, engaging with filmmakers and sharing information
- Share information with the BFI Film Fund and other Talent Executives, including through regular meetings
- Promote other relevant initiatives such as NETWORK Weekender & NETWORK@LFF, and nominate filmmakers to participate in such schemes
- Promote Broadway's Foreshadow Production Fund as possible progression route for relevant projects

**Reporting, liaison and general administration**

- Liaise with other departments within Broadway and Film Hub Midlands to ensure the smooth administration of activities, including in relation to project expenditure; receipt of funding; etc.
- Report to Film Hub Midlands Manager, Line Manager and the BFI about the funded activity, identifying any potential issues with delivery and agreeing actions
- Identify and access in-kind resources to enrich the experience of applicants and awardees
- Use GIFTS database, with support provided by the BFI to administer applications and funded projects

**Be a positive contributor to Film Hub Midlands**

- As part of Film Hub Midlands contribute towards team working and project leadership
- Inspire, motivate and enthuse staff within the organisation, celebrating our successes and encouraging ambition and achievement
- Create a positive customer experience and establish Film Hub Midlands as synonymous with quality, diversity and accessibility
- Play an active role in strategic planning processes and be responsible for completion of operating plans, budgets and reporting

- Ensure accountability and the consistent implementation of agreed policies and procedures
- Attend and participate in Film Hub Midland and Broadway Development meetings providing regular progress updates
- Be a brand ambassador and represent Film Hub Midlands and BFI NETWORK at external events, sharing inspirational and motivational stories from those who have engaged with and benefited from their experiences with the organisation, highlighting National Lottery support
- Offer innovative and creative ideas to further develop the potential for Midland based talent development

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## Person Specification

### Essential

- Specific experience of talent development
- Ability to recognise promising talent through application / related material
- Ability to form local and regional partnerships with a wide range of organisations, within and outside of the film industry, including community partnerships
- A demonstrable commitment to the principles of diversity and inclusion and their practical application and integration in the work environment
- Demonstrate a commitment to meet BFI Diversity Standards
- A high level of organisational skills with the proven ability to meet deadlines and targets while working in a busy environment
- Excellent communication skills and ability to deal effectively with people at all levels
- Ability to conduct regional promotion, including via social media
- Advanced IT skills, to include Microsoft Office
- The ability to develop and maintain good collegiate working relationships with contacts, partners and stakeholders
- Strong familiarity with the film and wider arts sector
- A commitment to continuing professional development
- The need for travel and willingness to work outside of regular hours
- A passion for film

### Desirable

- Experience of budgeting (ideally in relation to short films), including reconciling income and expenditure
- Experience of short film production