

Job Description

Job title:	Project Manager, Major Programmes
Reporting to:	Film Hub Midlands Manager, Broadway
Location:	Broadway
Staff responsible for:	No Direct reports
Functional responsibility:	To manage and coordinate Major Programmes for Film Hub Midlands
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 with the BFI on an annual basis.
Salary Grade	Grade 3 (£26,653- £28,276) depending on experience.
Start date:	Preferred start date May 2018

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 Major Programmes

Overview

On behalf of FAN, Film Hub Midlands will deliver a UK wide audience facing programme of creative, accessible and culturally ambitious screenings and events which is supported by a robust approach to reaching agreed target audiences . There will be two FAN-wide programmes of screenings and events annually, one of which will be curated in response to the theme of the BFI 'blockbuster' (or equivalent) programme

The aims of the cross-FAN Major Programmes initiative are to:

- increase audience engagement with film and deepen the quality of cultural experience
- increase the confidence of FAN members to screen a wider range of films
- boost the engagement of audiences aged 16-30
- Increase the diversity of FAN audiences
- Raise the profile of film as an art form and create a dialogue about its place in our cultural life

The Major Programmes project will be overseen by the Film Hub Midlands management team of Eleanor Thornley (Film Hub Manager, Broadway) and Ian Francis (Director, Flatpack), and supported by the Broadway Finance team who will provide budgetary oversight and administration assistance. Each individual major programme will also have a curatorial lead who will work closely with the Film Hub Midlands management team and project manager and lend creative oversight and direction.

About Broadway

Broadway is an educational charity based in Nottingham's Creative Quarter www.broadway.org.uk and one of the leading independent cinemas and creative media centres in the UK. Aiming to inspire creativity and a lifelong love of film, Broadway is the Hub Lead Organisation for Film Hub Midlands, part of the British Film Institute (BFI) Film Audience Network, and an Arts Council England (ACE) National Portfolio Organisation, providing support for our Near Now studio for arts, design and innovation. With an annual turnover of more than £3m it attracts 300,000 visitors each year including almost 200,000 admissions to a diverse programme of cinema, festivals and special events, with training and educational activities that support the development of film, artistic talent 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.

Key Responsibilities

Oversee the project - supporting all areas of exhibition delivery and administration.

- Maintain oversight of each major programme from initial communications to reporting on activity
- Act as first point of contact across FAN for queries and information relating to Major Programmes
- In partnership with the Film Hub Management team and curatorial leads, ensure the creative vision and audience targets for each Major Programme is maintained by delivery partners
- Attend key events delivered as part of Major Programmes and be a visible face of the Project.
- Identify and develop (with the wider team) potential partnerships beneficial to the project, including additional sources of funding

Be a key point of contact with the BFI for the delivery, management, and reporting of the project.

- Contribute to strategic discussions with the Film Hub Midlands management team and BFI
- Alongside the Film Hub Management team, work closely with and BFI programming, particularly with regard to BFI 'blockbuster' to ensure timely communications and shared creative vision with FAN
- Work Closely with BFI Audiences team on reporting and guidelines

Communicate all Major Programmes activity to FAN and partners

- Set up and maintain channels to effectively communicate the Major Programmes offer across FAN
- Coordinate meetings and development days for Major Programmes with key partners and creative talent
- Be present at events and meetings to deliver information on Major Programmes
- Liaise With BFI, Film Hub Midlands and the FAN Marketing, Communications and Audiences lead on marketing and communication strategies

Liaising with delivery partners, being the first point of contact across all events.

- Act as main contact for delivery partners on all aspects of the project
- Offer support and advice to all delivery partners
- Identify any potential problems with delivery ahead of time and bring to the attention of the Film Hub Manager

Maintaining a schedule of events with the delivery partners, ensuring events are delivered to this schedule.

- Establish and maintain systems to track all events across the project
- Regular monitoring and reporting to ensure all partners deliver agreed targets
- The ability to motivate and influence to ensure the project reaches set targets

Reporting and general administration

- Liaise with Film Hub Midlands team and the wider Film Audience Network to ensure the smooth administration of activities, and with the Broadway Finance and Administration team in relation to project expenditure; receipt of funding; etc
- Manage Major Programmes budget
- Issue activity agreements and work with Broadway Finance to issue draw down requests and monitor payments
- Report to Film Hub Midlands Manager and the BFI about the funded activity, identifying any potential issues with delivery and agreeing actions
- Monitor evaluation of each project and work with FAN evaluation lead to ensure requirements are met, producing a short evaluation report for each programme.

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 Midlands meetings providing regular progress updates
- Be a brand ambassador and represent Film Hub Midlands 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

Person Specification

Essential

- Specific experience of complex project management
- The ability to write for a range of contexts including formal reports and external facing copy
- A good understanding of budget management and financial processes
- An ability to manage conflicting priorities and good time management

- Demonstrable inter-personal skills to develop and maintain good collegiate working relationships with contacts, partners and stakeholders
- Have a good range of communication skills to motivate and influence partners to reach their goals
- A demonstrable understanding of promotional tools, including social media
- An understanding of the principles of diversity and inclusion and experience in implementing practical application and integration in the work environment
- Confident IT skills, to include Microsoft Office
- Strong familiarity with film exhibition sector
- A commitment to continuing professional development
- Flexibility to travel and work outside of regular hours
- A passion for film

Desirable

- Fundraising experience
- Previous project management experience within the arts sector, preferably film exhibition
- Experience in managing web content and social media accounts