

# B R O A D W A Y

## Job Description

Job title:	BFI NETWORK Talent Coordinator
Reporting to:	BFI NETWORK Talent Executive
Staff responsible for:	None
Functional responsibility:	To support all administrative aspects of the delivery of the Film Hub Midlands BFI NETWORK project, and coordinate outreach and engagement work.
Location:	Midlands based, hybrid working with access to offices in Nottingham and Birmingham
Weekly hours:	24 hours
Annual salary:	£17,173 actual (full time equivalent rate £26,833)
Date:	August 2023

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### About the role:

This role is an exciting opportunity to join the Film Hub Midlands BFI NETWORK Talent team, supporting the Talent Executives to discover and support writers, directors, producers and other creatives working across different disciplines, at the early stages of their film careers. The role will include supporting the delivery of the project including general administration, coordinating events and training programmes, and community outreach. The Talent Coordinator will sit within Film Hub Midlands' team, working under the Talent Executives and will report to a designated Talent Executive. The successful applicant will place inclusivity at the core of talent development and work closely with the Talent Executives to ensure that the widest range of people are aware of, and can access, the Film Hub Midlands BFI NETWORK programme.

### About you:

You will be a highly motivated and well organised individual with a passion for engaging talent and reaching as wide a range of people as possible. You will have a strong passion for film and knowledge of the Midlands film scene and understand how best to engage with filmmakers and creatives who are often overlooked or underrepresented. As such you will have a strong commitment to inclusion work and an understanding of the BFI Diversity standards.

### About Film Hub Midlands

Film Hub Midlands is a partnership between Broadway Cinema, Nottingham and Flatpack, Birmingham and is a driving force behind film culture in the Midlands. By providing support and training, we aim to help more people in the region watch, make, and show films. We are part of the BFI Film Audience Network (FAN), using funds from the National Lottery to support a stronger and more connected approach to growing audiences for British and international film on the big screen.

### About BFI NETWORK

Made possible through National Lottery funding, BFI NETWORK exists to discover and support talented writers, directors and producers at the start of their careers. We collaborate with film organisations and

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leading cultural venues across the UK to provide funding for short films, support for the development of first features, as well as a range of professional and creative development programmes. BFI NETWORK Talent Executives are based in regional Film Hubs at some of England's foremost independent cinemas, arts venues and industry bodies including Broadway and Flatpack in the Midlands.

## About Broadway

Screening independent British and World film alongside Hollywood blockbusters and classic cinema retrospectives, Broadway is one of the UK's leading independent cinemas attracting thousands of visitors each year to its four screen cinema, Café Bar and meeting, workshop and office spaces.

Broadway's wider role includes encouraging the development of new talent and supporting learning through programmes such as the BFI Film Academy, and innovation and enterprise for people working in the creative and digital industries with initiatives such as Near Now, Broadway's studio for arts, design and innovation, and the Near Now Fellowship, their artistic and professional development programme.

Broadway hosts award-winning filmmakers such as Jeanie Finlay (Game of Thrones: The Last Watch, Seahorse: The Dad Who Gave Birth) and Wellington Studios (BAFTA Scotland award-winning Calibre, London to Brighton ) who regularly receive international acclaim for their work. Broadway is also the home of the BFI's Film Hub Midlands, a key driving force behind film culture in the Midlands that provides training and funding to ensure people in the region watch, make and show films and has also been awarded a BFI Screen Diversity Mark.

## Application Process:

We accept an application form available [here](#). The closing date and time for all applicants is **12 noon Friday 8 September 2023**. We cannot consider CVs; please do not include them with your application. You may submit your answers via recorded video and must add unlisted video links on the form.

## Interview Process:

Interviews will be held on **Tuesday 26 and Wednesday 27 September 2023 (afternoons)** and we will send you the list of questions in advance. Interviews will be held via Zoom.

We will make reasonable adjustments where required, to support applicants in participating in the selection process

Film Hub Midlands is currently funded to 31 March 2026. Broadway holds the FHM contract until 2029, but funding for the period April 2026 onwards is not yet confirmed by BFI. Therefore, this vacancy will be offered to the successful candidate on an open-ended basis, but this will be subject to confirmation of further funding beyond 31 March 2026.

Duties & Measures	
Duty 1	<b>Ensure that BFI NETWORK reaches diverse talent across the Midlands through outreach and partnership development.</b>
Measures	<ul style="list-style-type: none"><li>Develop a network of outreach and promotional partners with the FHM Team and maintain strong, positive ongoing relationships with the outreach and promotional partners to ensure that the BFI NETWORK opportunities are clearly communicated to potential applicant groups.</li></ul>

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	<ul style="list-style-type: none"> <li>• Establish and grow partnerships with Midlands based talent forums and other relevant networks</li> <li>• Manage the partnerships with Film Hub Midlands venues to arrange screenings of The Midlands Short Film Club.</li> <li>• Act as a first point of contact for BFI NETWORK enquiries from across the Midlands.</li> </ul>
Duty 2	<p><b>Help deliver BFI NETWORK training and events which engage talent from across the Midlands.</b></p>
Measures	<ul style="list-style-type: none"> <li>• Provide administrative and communication support to BFI NETWORK events ensuring the opportunities are widely promoted and that all data for required for reporting is captured</li> <li>• Coordinate bursaries for talent to attend BFI NETWORK events</li> <li>• Coordinate the delivery of our events and training programmes, including liaising with partners and freelancers to ensure all requirements are met and in a timely fashion</li> <li>• Support the general administration needs of training and events within the BFI NETWORK Midlands team, including communications with filmmakers and freelance support and issuing of contracts.</li> </ul>
Duty 3	<p><b>Oversee the organisational, administrative and communication needs for BFI NETWORK in the Midlands.</b></p>
Measures	<ul style="list-style-type: none"> <li>• Coordinate the schedule of BFI NETWORK related content on the Film Hub Midlands and Broadway websites, social media, newsletters and press releases, working closely with the Talent Executives, Film Hub Midlands team and Broadway’s marketing team to ensure information is regularly disseminated in the most effective ways and with a consistent and suitable tone of voice.</li> <li>• Coordinate the surveys to be completed by talent attending all BFI NETWORK events and activities and collate data for reporting purposes.</li> <li>• Manage the delivery from filmmakers of short film production materials and early development documents and ensure the BFI and relevant partners have relevant materials for their promotional needs.</li> <li>• Organise and archive deliverables from teams with awarded projects including the uploading details of projects to Cinando and other relevant industry platforms</li> <li>• Collate and input evaluation data from teams with awarded projects for BFI quarterly reporting</li> </ul>
Duty 4	<p><b>General Requirements</b></p>
Measures	<ul style="list-style-type: none"> <li>• Manage own workload, priorities and administration effectively.</li> <li>• Clear and timely reporting to your manager on all relevant areas of work.</li> </ul>

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	<ul style="list-style-type: none"><li>● ICT literate and confident in using Microsoft Office and Outlook and adopting new software tools in the delivery of own work, collaborative work and project and task management.</li><li>● Be committed to, and be actively involved in, excellent customer service and best practice in both internal and external communications.</li><li>● Attend staff and management meetings as required.</li><li>● Work effectively in a team, sharing responsibility with and supporting other managers.</li><li>● To support Film Hub Midlands' and Broadway's commitment to equality, diversity and inclusion, and reflect this in working practice.</li><li>● To receive supervision and appraisal and be committed to own development.</li><li>● To be committed to and work within Broadway policies and procedures.</li></ul>
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