

# B R O A D W A Y

## BFI NETWORK TALENT COORDINATOR - PERSON SPECIFICATION

	Essential Criteria		Desirable Criteria	
Experience	Experience of developing strong partnerships and outreach with creative, and / or community organisations.	A, I	Experience of short film production with an understanding of the roles and responsibilities of above and below the line team members	A,I
	Track record of exercising excellent organisational and administrative skills with the ability to prioritise and to meet deadlines.	A, I	Experience of working within a project based team and delivering KPIs	A,I
	Experience of data collection and reporting to stakeholders	A, I		
Knowledge	A passion for film	I	Understanding of opportunities for filmmakers in the region	A,I
			A demonstrable knowledge of the film scene in the Midlands	A,I
	A demonstrable commitment to the principles of diversity and inclusion, including knowledge of the BFI Diversity Standards.	A, I		
Skills & Attributes	An ability to plan in relation to moving timelines and schedule meetings with multiple attendees	A, I		
	An excellent attention to detail and ability to be consistent in quality of work	I		

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	The ability to develop and maintain good collegiate working relationships with talent, contacts, partners, and stakeholders	I		
	Willingness to travel and occasionally work outside of regular hours.	I		
	Advanced IT skills, to include Microsoft Office, slack and google drive	A, I		

- A = to be demonstrated in the application form
- I = to be demonstrated at interview