

BROADWAY

Job title:	BFI NETWORK Talent Executive, Film Hub Midlands
Reporting to:	Head of Film Hub Midlands
Location:	Midland based (Home working with access to Broadway and Flatpack offices)
Staff responsible for:	No direct reports, but will be responsible for co-assigning tasks to BFI NETWORK Talent Coordinator
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)
Annual salary:	£34,249
Start date:	Preferred start date 31 July 2023

About the role:

This role is an exciting opportunity to join Broadway and collaborate with partners across the Midlands region 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 talent to access film funding; providing editorial expertise on funded projects; supporting professional development; and promoting opportunities available through BFI NETWORK and beyond. The Talent Executive will sit within Film Hub Midland's team, working alongside another Talent Executive and will report to the head of Film Hub Midlands, with guidance and support from the UK wide BFI NETWORK. They will place inclusivity at the core of talent development and work closely with the other Talent Executive to ensure that the widest range of people are aware of, and can access, the funding and networks and that the regional offer is as responsive to need as possible.

About you:

You will be an engaged connector of people, committed to inclusion and passionate about film with the ability to understand new ideas and how they can be supported, developed and shared. You will be comfortable working collaboratively and creatively and possess solid project coordination, organisational skills and pragmatism. Given the geographic spread of Film Hub Midlands you will need to be prepared to connect with talent virtually and in person when appropriate. You will preferably have experience in event management, commissioning and in designing talent development activities for new creatives. As you will lead the commissioning and production of short films, you will also need project management skills, experience of budgeting and effective administration.

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 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 on 19 June 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 online during the week commencing 26 June 2023 and we will send you the list of questions in advance.

Broadway is an advocate of diversity and inclusivity and invites you to complete our confidential equal opportunities monitoring form. This will not be shared with anyone involved in the recruitment process.

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

The preferred start date of the successful applicant is 31 July 2023.

Appointment is subject to successful completion of an enhanced DBS Check which is carried out in line with Broadway's Safeguarding Policy.

Key Responsibilities

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

- Work with the existing Talent Executive to develop and track relationships with new writers, directors and producers
- Design and deliver a responsive (online and in person) events programme for emerging talent in the Midlands region
- Place inclusion and diversity at the core of outreach and funding activity ensuring opportunities are as accessible as possible, and under-represented groups are actively engaged with at every stage
- 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 in liaison with the other Talent Executive

- Provide creative support and production oversight from script stage through edit and up to final delivery for funded short films
- Provide editorial support and advice to writers receiving funding for early feature development work, e.g. to produce initial treatments and pitch decks.

Building effective and beneficial partnerships to further the aims of talent, BFI NETWORK and the greater BFI industrial strategy for the region

- Work with Film Hub Midlands and partner organisations that promote and support filmmaking across the to identify new and emerging talent.
- Assist in co-ordinating regional talent development activity, collaborating with existing professional development delivery partners in identifying new talent and developing Midlands talent strategy
- Research opportunities, cultivate new relationships and develop creative methods for identifying new talent outside of usual routes of film talent development
- Liaise with national industry partners to co-ordinate activity

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 or suggesting guest speakers
- Share information with the BFI Film Fund and other Talent Executives, including through regular meetings

Reporting, liaison and general administration

- Liaise with other departments within Broadway, Flatpack and Film Hub Midlands to ensure the smooth administration of activities, including in relation to project expenditure; receipt of funding; etc.
- Report regularly to Broadway about activity, identifying any potential issues with delivery and agreeing actions to mitigate risks, and contribute to quarterly reporting for BFI NETWORK
- Share information with the BFI Film Fund and the wider BFI NETWORK coordinating with the other Talent Executive.
- Use the BFI's funding portal, with support provided by the BFI, to administer applications and funded projects
- Administrate the project activities for events and outreach and manage related finances, such as specific project expenditure and receipt of funding in liaison with the Finance team

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 experience for talent 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
- 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
- Participate in training and seek ways to develop the role, in negotiation with the Head of Film Hub Midlands

Person Specification

Essential

- A passion for film
- Specific experience of talent development (in film, TV or a related artform)
- A demonstrable knowledge of the film scene in the Midlands, with a particular focus on the East Midlands
- Ability to show an understanding of effective storytelling
- 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 with a focus on those operating and supporting talent in the West Midlands.
- A demonstrable commitment to the principles of diversity and inclusion and their practical application and integration in the work environment, including through using the 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 feed into regional promotion and communications
- 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
- Willingness to travel and work outside of regular hours.

Desirable

- Experience of budgeting (ideally in relation to short films)
- Experience of short film production
- Experience of script editing
- Experience of line management

Applications Close: 12 Noon, Monday 19 June 2023.