

Job title: BFI NETWORK Talent Executive, Film Hub Midlands

Reporting to: Film Hub Midlands Manager, Eleanor Thornley

Location: Midland based (Home working until restrictions are lifted)

Staff responsible for: BFI NETWORK Talent Coordinator (0.6 FTE)

Functional responsibility: To discover and support filmmakers, writers and artists in the Midlands area, with a specific focus on the West Midlands, 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 with the BFI on an annual basis.

Salary Grade: Grade 2 (£32,600)

Start date: Preferred start date 3<sup>rd</sup> May 2021

**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 Film Hub Manager, 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 and the current operating context, you will need to be prepared to connect with talent virtually and in person when safe to do so. 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 BFI NETWORK Talent Executives:**

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.

Further reading:

[BFI2022 Strategy](#)

[Film Hub Midlands](#)

[BFI NETWORK](#)

[BFI Film Audience Network](#)

**Application Process:**

The closing date and time for all applicants is 12 noon on April 6th. 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 19<sup>th</sup> April and we will send you the list of questions in advance. Should second interviews be required they will be scheduled no later than 28<sup>th</sup> April.

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 work with candidates to guarantee their access needs are met throughout the interview process and ensure that these are not factored into decision making.

Please note that if we are unable to offer you an interview you will be notified by the 12<sup>th</sup> April.

The preferred start date of the successful applicant is May 2021.

Appointment is subject to successful completion of an enhanced DBS Check which is carried out in line with Broadway's Child and Adults at Risk Safeguarding Policy and Fair Access to Employment 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 (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 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 region with a specific focus on the West Midlands, 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
- Promote other relevant initiatives such as NETWORK Weekender & NETWORK@LFF, and nominate filmmakers to participate in such schemes

### **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 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 Film Hub Midlands Manager

## **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 West 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
- 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 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 (when restrictions are lifted) and work outside of regular hours.

### **Desirable**

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