

Job Description

Job title:	Project Manager, Major Programmes
Reporting to:	Film Hub Midlands Manager, Broadway
Location:	Broadway - working remotely with negotiable onsite attendance in Nottingham, at regular intervals, once restrictions are lifted
Staff responsible for:	Seasonal Freelance support staff External advisors
Functional responsibility:	To manage and deliver Major Programmes for Film Hub Midlands on behalf of the wider BFI Film Audience Network (FAN)
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	£32,500
Start date:	Preferred start date 3rd May 2021

About the role:

This role is an exciting opportunity to join Broadway and collaborate with partners across the Film Audience Network and the BFI Programme team to deliver two UK-wide screening and events programmes annually. The role will sit within Film Hub Midlands' team and report to the Film Hub Manager. They will place inclusivity at the core of the project and work closely with the wider Film Audience Network to ensure that the widest range of organisations are aware of, and can access, Major Programmes funding to grow new audiences for film across the UK.

About Film Hub Midlands

As set out in the five-year strategy BFI2022, the BFI has made 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 a BFI-led multi-platform season.

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

About Broadway

Broadway is the Hub Lead Organisation for Film Hub Midlands, part of the BFI Film Audience Network, and an Arts Council England National Portfolio Organisation, providing support for our Near Now studio for arts, design and innovation. An old favorite of Quentin Tarantino, an early supporter of Shane Meadows and with the only auditoria in the world designed by Sir Paul Smith, Broadway, based in the heart of Nottingham’s Creative Quarter www.broadway.org.uk is one of the leading independent cinemas and creative media centers in the UK. With an annual turnover of £3m it attracts over 300,000 visitors each year including almost 200,000 admissions to a programme of cinema, film education, festivals and special events with a range of activities that support the development of talent, artistic 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.

Application Process:

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

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

Key Responsibilities**Create the yearly plan of activity in collaboration with the Film Hub Midlands Management team and BFI Cultural Programme Manager**

- Write the yearly Major Programmes plan and budget, and submit to BFI
- Contribute creative ideas and proposals, with the film hub midlands management team, for creative direction and make-up of the programmes
- Lead a UK wide Programme group and consult with FHLO programme leads on programme ideas and proposals at the planning stage
- Liaise with Hub Mangers, BFI Cultural Programme Manager and others as appropriate on direction and partnerships for a UK wide response to BFI blockbuster
- Develop industry and media partnerships for FAN-led programmes

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

- Maintain oversight of each major programme from initial communications to reporting on activity
- 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 the visible face of the Project.
- Identify and develop potential partnerships beneficial to the project, including additional sources of funding

Recruit for and Manage any support staff and freelancers associated with the project

- Identify where additional staffing is required; recruit posts and write any necessary Job Descriptions or tenders
- Manage and recruit freelance workers directly working on the project (eg Campaign Coordinator, consultants) and ensure they meet their objectives

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

- Work closely with BFI programming and marketing, particularly with regard to BFI 'blockbuster' to ensure timely communications and shared creative vision with FAN
- Work closely with BFI Audiences team on planning, 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 seeking to maximise take up from across the Network
- 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 key point of contact across all events.

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

Oversee the schedule of the Programmes ensuring events are delivered to this schedule.

- Establish and maintain systems to track all events across the project
- Regular monitoring to ensure all partners deliver agreed targets to schedule

Reporting and general administration

- Liaise with Film Hub Midlands team and the wider Film Audience Network to ensure the smooth administration of activities, including in relation to project expenditure; receipt of funding; etc.
- Set and manage the 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

- Ensure evaluation of the Major Programmes project and work with FAN evaluation lead to ensure requirements are met

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 project management, including budget management.
- Experience in communications and ability to conduct promotion, including via social media
- A demonstrable commitment to the principles of diversity and inclusion and their practical application and integration in the work environment
- 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
- 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
- Understanding of the need for travel and willingness to work outside of regular hours (when restrictions allow)
- A passion for film

Desirable

- Fundraising experience

- Line management and recruitment
- Strategic planning, evaluation