

Job Description

Job title:	Programme Assistant - Major Programmes
Reporting to:	Major Programmes Project Manager
Staff responsible for:	No direct reports
Functional responsibility:	Providing administrative support, first line advice and contact with project partners to deliver a large scale creative funding and support project.
Hours worked:	22.5 per week (3 days) From time to time the role may require out of hours working related to National travel, attendance at evening events, industry events and/or film festivals.
Term:	Fixed term for 12 months
Location:	Broadway Cinema, 14-18 Broad Street, Nottingham NG1 4AL
Salary Grade:	Grade 5: £17,796- £19,447 paid pro rata
Date issued:	14/03/2019

About this role

Your role will be to support the delivery of two major film seasons taking place across the UK each year, as well as administration and reporting of a large-scale project funded by the BFI.

This is an ideal first or second job for anyone interested in film programming, event production, curation or arts administration. You will develop a rounded understanding of the administration and management of a major creative programme, as well as developing relationships with venues, festivals and creative producers across the UK, that are passionate about and produce programmes, seasons and events that celebrate independent cinema.

We are looking for an organised self-starter with passion for film who is keen to develop skills in film curation, event management, arts administration and arts marketing. As we are a small team, you will gain experience across all of these functions in a busy, friendly and hard working environment, based in a full time, multi-screen, independent cinema.

About Film Hub Midlands

Film Hub Midlands is a driving force behind film culture in the Midlands. By providing funding and training, we aim to help more people in the region watch, make, and show films.

Film has the power to bring people together, change hearts and minds, as well as entertain and delight - this most democratic of art forms should have no barrier to entry and we are passionate about being inclusive and open to all.

The BFI Film Audience Network (FAN) was set up in 2012, 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.

Our region covers Derbyshire, Birmingham, Herefordshire, Leicestershire, Lincolnshire, Nottinghamshire, Northamptonshire, Rutland, Shropshire, Staffordshire, Warwickshire, and Worcestershire.

About Major Programmes

Film Hub Midlands is the cross-FAN lead for Major Programmes – a four-year, UK-wide, film programming initiative that deliver two National film seasons each year: one of which is led by BFI (Blockbuster) and one which comes from within the Film Audience Network membership.

The aims of the 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.

Programme Assistant - Major Programmes

Job specification and scope of role

Duties & Measures	Job objectives and outcomes	Percentage
Duty 1 Measures	Support delivery of Major Programmes projects and programmes <ul style="list-style-type: none"> • Act as first point of contact for Major Programmes enquiries through face-to-face contact, telephone and email correspondence, direct mail or social media, providing first-line advice, guidance and information. • Log and monitor interest in programmes and funding opportunities • Undertake administration of film touring bookings and print transport, ensuring booking information is accurate and up to date • Maintain regular, proactive and supportive contact with member projects to track progress • Book travel, source venues and equipment for external meetings and development days 	30%
Duty 2 Measures	Reporting, record keeping and documentation <ul style="list-style-type: none"> • Maintain transparent and up to date records of funding applications, awards and reporting documents across all Major Programmes • Assist with the setting and recording of project targets and outcomes, feeding this into contracts and agreements as required • Compile statistical reports using BFI templates and, as needed, compile ad-hoc audience data summaries using information submitted by member's projects • Monitor member's reporting, ensuring funded projects are apprised of reporting needs, templates and deliver information to the Hub in time to meet set deadlines • Work with the Broadway Finance team to ensure reporting requirements are received and recorded, managing the workflow of payment triggers and delivery of contractual obligations • Document and record minutes and outcomes for strategic meetings, funding panels or progress reports as required 	25%
Duty 3 Measures	Marketing & Communications <ul style="list-style-type: none"> • Support delivery of public facing campaigns by tracking events and member activity, feeding news stories to Hub colleagues for social media • Maintain up to date contact and member's lists for communication purposes, complying with GDPR requirements • Make routine updates to Film Hub website copy (via 	30%

	<p>wordpress content management system) under direction</p> <ul style="list-style-type: none"> • Monitor and ensure member's projects have access to approved and central marketing resources and adhere to brand guidelines (NB this function is supported by additional marketing staff for larger-scale programmes) • Provide timely, clear communications and information to a wide range of FAN members regarding application deadlines, requirements and aims of Major Programmes seasons and opportunities – by email, web, telephone and occasionally, in person • Coordinate and support delivery of key events e.g. member development days 	
<p>Duty 4</p> <p>Measures</p>	<p>Contribute toward programme development through learning and research</p> <ul style="list-style-type: none"> • As requested, attend member events, industry events and film screenings to develop sector knowledge, monitor projects and build relationships • Research and collate information relating to programme ideas and film titles • On request, research and compile information about project activity to bench mark activity against the wider exhibition sector • Be an active contributor to Hub plans and internal development meetings 	<p>10%</p>
<p>Duty 5</p> <p>Measures</p>	<p>General Requirements</p> <ul style="list-style-type: none"> • Manage own workload, priorities and administration effectively. • Provide clear and timely reporting to the Project Manager on all aspects of progress and management of your work. • Deliver excellent customer service and best practice in both internal and external communications. • Attend staff, management and strategic partner meetings as required. • Work effectively in a team, sharing responsibility with and supporting colleagues. • Receive supervision and appraisal and be committed to own professional development; proactively setting goals and aims as part of this process • Commit to and work within Broadway policies and procedures. • Support the Film Hub team and deliver any other duties deemed appropriate by the Project Manager 	<p>5%</p>

Person Specification

Essential

- At least 6 months working, or voluntary, experience within a cinema, film festival or other cultural venue
- Excellent organisational and administrative skills including numeracy, literacy and fluency with office IT
- Attention to detail, particularly with regard to managing workflow and the need for transparency when recording and managing public funds
- Ability to learn new systems, and suggest improvement
- Ability to manage multiple priorities and meet deadlines
- Proactive approach to problem solving and asking for help
- An energetic approach to and understanding of the need for communication with a wide range of partners, stakeholders, teams and internal and external colleagues
- Understanding and awareness of a diverse range of cultures and traditions; enthusiasm to work with people from a wide variety of backgrounds
- Passion for film

Desirable

- Film studies qualification
- Film journalism qualification or published critical writing, audio or video
- Familiarity with the work of BFI Audiences
- Experience supporting, mentoring or developing cultural organisations and talent
- Interest in marketing and audience development
- Social media / community management

Selection Process - Guidance for Applicants

The job description is an overview of the scope and type of work the successful candidate will undertake rather than an exhaustive list.

During recruitment, our selection panel will be shortlisting based on what qualities, skills and experience you may bring to the role, outlined in the person specification. As such, please consider how your qualities, skills and experience meet the person specification - either directly or with transferable skills from other sectors - and demonstrate in your responses your knowledge and experience in your application.

Broadway is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, caring responsibilities, disability, gender, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief and sexual orientation.

Broadway is an inclusive employer and this extends to our Film Hub team. We value difference and recruit by merit on the basis of fair and open competition. We welcome and encourage

applications from candidates from a range of different backgrounds and from sectors outside the Arts with relevant voluntary or personal experience and commitment.

We are particularly committed to supporting applications from diverse and Disabled/Deaf people and will work to support any access requirements to ensure support is in place as required by the Single Equalities Act 2010.

About the interview

If you are selected for interview, our preference is to meet you in person if possible. The interview date for this role is Thursday 25 April and we will reimburse standard class travel costs as required. In extraordinary circumstance, we will consider skype or telephone interviews as part of remote assessment.

If you require any access support in order to attend an interview, please let us know – annabel@filmhubmidlands.org

To Apply

Please submit an up to date c.v. (not more than two sides of A4) and a personal statement (not more than two sides of A4) outlining your skills and experience and addressing the selection criteria to recruitment@broadway.org.uk

If applicable, you may also submit one example of published critical or editorial writing or media to support your application.

With your application, we are asking you to provide your consent for us to process your data (CV) during the selection process and to keep your data for a period of 6 months once the selection process has been concluded. Your data will be retained in order to enable us to respond to any enquiries about this recruitment selection process and also so that we may measure your suitability for any future vacancies that arise during the following 6 month period.

Closing date: Thursday 18 April 2019

Interview date: Thursday 25 April 2019

Preferred start date: May 2019