Film Hub South East

As set out in the five year strategy BFI2022, the BFI is making 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. The Independent Cinema Office has been appointed as the lead organisation for Film Hub South East working in partnership with the Depot in Lewes and Saffron Screen, Saffron Walden. Providing resources, training and funding for film exhibition – with an emphasis on growing new audiences for British independent and international film – Film Hub South East will also deliver talent development activity for aspiring filmmakers and raise awareness of film culture in the region.  The newly expanded Film Hub South East region now includes the counties of Bedfordshire, Buckinghamshire, Cambridgeshire, Essex, Norfolk and Suffolk; as well as retaining Berkshire, Kent, Oxfordshire, Surrey and Sussex from its previous iteration.

About BFI NETWORK Talent Executives

BFI NETWORK is a UK-wide collaboration between the BFI and film organisations and venues around the country, with a mission to discover and support talented writers, directors and producers at the start of their careers. As part of the new strategy, BFI NETWORK Talent Executives will be appointed to its Film Hubs in England.

These exciting, demanding and expansive roles will focus on outreach as well as discovering and supporting new filmmakers. Looking after designated regions, based within some of England’s foremost independent cinemas, arts venues and industry bodies, this will include identifying potential talent; supporting filmmakers to access funding; providing editorial expertise on funded projects; encouraging professional development; and guidance to access opportunities available through BFI NETWORK and beyond. The Executives will place inclusivity at the core of talent development and conduct active regional outreach, working from a grassroots level up, to ensure that the widest range of people are aware of, and can access, the funding. We are looking for people from a broad range of backgrounds, who can demonstrate out-of-the-box thinking in how they engage with new talent working across a variety of forms and platforms. We’re seeking great communicators with the ability to plan and deliver high-quality, localised talent development activity.

About Independent Cinema Office

The Independent Cinema Office is the national organisation for the support and development of the independent cinema exhibition sector in the UK. It offers programming advice, bookings and information regarding the full range of world cinema product to its 20 client cinemas with a total number of 32 screens. ICO clients include cinemas as diverse as the JW3 in London, Watershed in Bristol, Ludlow Assembly Rooms and Galeri in Caenarfon. Our other main activities include distribution of cultural cinema delivering a range of contemporary and classic titles in addition to touring festivals and artists’ moving image programmes – in 2017 we released Mulholland Drive, La Strada and Blood Simple as well as delivering a national tour of the BFI Britain on Film project with six bespoke collections of non-fiction films from the twentieth century.

We also deliver Screening Days, three times a year, a showcase of cultural cinema for film societies, community cinemas and cinemas.

We are the main provider of events, training and advice for the independent cinema sector. We work in partnership with other organisations, both international and national, are a company limited by guarantee and a registered charity.

This is a unique opportunity to join a vibrant, creative team working on a diverse range of projects and an excellent opportunity for someone with a passion for nurturing and developing new talent. You will be working closely with your BFI NETWORK colleagues and with the BFI on finding and developing new filmmaking talent across the South East hub region. You need to be enthusiastic about cinema in all its forms with extensive people skills, willing to engage with a variety of organisations and partners, able to assist in nurturing and developing projects from start to finish. You need to be a self-starter, willing to travel and genuinely interested in outreach and working in partnership.

The ICO is a small arts organisation and the individual we are seeking must be proactive, able to use their own initiative to juggle a variety of tasks, take responsibility for their duties and prioritise their own time. In return, we can offer responsibility, opportunities for training and development and the chance to work with a friendly, creative team working at the forefront of independent cinema exhibition in the UK.

The ICO is based in central London near Oxford Circus.

Job description

The ICO expects all staff to adhere to the organisation’s key values and principles, which are: to demonstrate enthusiasm, flexibility and passion; a willingness to work hard; strive for excellence and take on responsibility; be enterprising and use initiative; and support diversity in all its forms.

Job Title: BFI NETWORK Talent Executive, Film Hub South East

Salary: £33,500 per annum

Reports to: Head of Cinemas

Working Hours: Five days a week, 10am – 6pm with one hour lunch break,

occasional evenings and weekends as required.

Holidays: 25 days per year of which a number of compulsory days must

be taken during the office closure at Christmas

Contract: Fixed-term, one year contract with possibility of extension (subject to funding)

Probationary period: Six months

Notice period: Two months

Terms and conditions;

The above position is offered on a fixed-term contract subject to the completion of a satisfactory probation period. The above details and the job description for the position of BFI NETWORK Talent Executive are a guide to the nature of the work required. They are not wholly comprehensive or restrictive and do not form part of the contract of employment.

Main objectives

Purpose of the post:

Identifying new filmmaking talent in the Film Hub South East region; supporting filmmakers in order to access funding; providing editorial expertise on funded projects; encouraging professional development and guidance to access opportunities available through BFI NETWORK and beyond; managing professional development programmes and events within the hub region.

Main responsibilities

* Connect dynamic new and emerging regional filmmakers with funding opportunities
* Seek out, develop and track relationships with new writers, directors and producers
* 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
* For short films, provide creative support and production oversight from script stage through edit and up to final delivery
* Provide oversight of production and legal issues in relation to BFI NETWORK-funded projects in the South East Hub region, including regarding copyright legislation
* Conduct regional outreach, including through collaboration with regional arts and community organisations
* Use and promote the BFI NETWORK website, reviewing new work, engaging with filmmakers and sharing information
* Liaise with professional development delivery partners to co-ordinate regional activity
* Identify and access in-kind resources to enrich the experience of applicants and awardees
* Establish partnerships with film festivals and cinemas to promote short films funded within the region, enabling routes to exhibition and distribution
* Manage project expenditure and use resources intelligently
* Report internally and to the BFI about the funded activity, identifying any potential issues with delivery and agreeing actions
* Share information with the BFI Film Fund and other Talent Executives, including through regular meetings
* Respond to filmmaker enquiries about talent development within the region and signpost filmmakers to additional or alternative support
* Promote other relevant initiatives such BFI NETWORK Weekender & NETWORK@LFF, and nominate filmmakers to participate in such schemes
* Attend events, local festivals etc. as a brand ambassador representing Film Hub South East, sharing inspirational and motivational stories from those who have engaged with and benefited from their experiences with the organisation highlighting National Lottery support
* Work in a flexible manner and be willing to undertake other duties as reasonably requested. Some travel, weekend and evening work, as required
* To undertake any other duties as necessary

Person specification

Essential

* Specific experience of talent development
* Experience of film production
* 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
* 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
* Ability to conduct regional promotion, including via social media
* 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

Desirable

* Experience of budgeting (ideally in relation to short films), including reconciling income and expenditure

The ICO is proud to be a partner of BFI NETWORK

 