

## Film Hub South East

Film Hub South East is part of the British Film Institute's 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 is the lead organisation for Film Hub South East. 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 also delivers talent development activity for aspiring filmmakers and raises awareness of film culture in the region. The Film Hub South East region consists of the counties of Bedfordshire, Berkshire, Buckinghamshire, Cambridgeshire, Essex, Kent, Norfolk, Oxfordshire, Suffolk, Surrey and Sussex.

## 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 film programming services to cinemas, brings films into distribution and is the main provider of events, training and advice for the independent cinema sector. It works with the main funding bodies in film exhibition, is a company limited by guarantee and a registered charity.

Its film programming clients include cinemas as diverse as the Watershed in Bristol, the Broadway in Nottingham, and Hebden Bridge Picture House. In 2018 it released the films *The Piano*, *The Nun* and the *Revolt, She Said* touring programme. It also delivers Screening Days, a national and regional showcase for cultural cinema for film societies, community cinemas and cinemas. It offers a portfolio of national and internationally renowned training programmes for exhibitors.

This is a unique opportunity to join a vibrant, creative team working on a diverse range of projects. The ICO is a small arts organisation and the individual we are seeking must be meticulously organised, able to use their own initiative to juggle a variety of tasks, take responsibility for their duties and be able to see projects through from concept to delivery and formal evaluation stage. In return, we offer 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; to strive for excellence and take on responsibility; to be enterprising and use initiative; and support diversity in all its forms.

<b>Job Title:</b>	Film Hub South East Development Officer
<b>Salary:</b>	£29,000 per annum pro rata, 3 days a week (£17,400)
<b>Reports to:</b>	Senior Partnerships Manager
<b>Working Hours:</b>	Three days a week, 10am-6pm with one hour lunch break, occasional evenings and weekends as required
<b>Holidays:</b>	25 days per year pro rata of which a number of compulsory days must be taken during the office closure at Christmas
<b>Contract:</b>	Fixed-term, one year contract with possibility of extension
<b>Probationary period:</b>	Six months
<b>Notice period:</b>	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 Film Hub South East Development Officer 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.

### Purpose of the post

To give support and advice to Film Hub South East members; to assess applications to Film Hub South East initiatives; to write applications on behalf of Film Hub South East to raise additional funds for activity; to build capacity in membership; to contribute to funding reports and evaluation; to run training and networking events for members as required.

Regular travel across the FHSE region will be required which will need to be organised by the successful candidate themselves (expenses will be reimbursed). We encourage applications from individuals living in the FHSE region, but they must work at least 1 day per week/fortnight at the ICO office in central London.

## Main responsibilities:

- To give support and advice to Film Hub South East organisations on such issues as operations management; budgeting; funding applications; programming; licensing; audience development and all aspects of venue or event operation and delivery.
- Support and monitor funded organisations
- Develop new partnerships in the region with a view to the delivery of new audiences for British independent film and world cinema in line with BFI FAN objectives
- To manage and develop key relationships for Film Hub South East at all levels – including funding organisations, industry partners and sponsors
- Identify appropriate and relevant funding opportunities for members

- Write, contribute to and deliver funding bids as appropriate
- Deliver capacity building and networking events for members in conjunction with other Hub staff members
- Contribute to ICO funding reports as required
- Take responsibility for designated tasks and use initiative and judgement to manage them appropriately and in a timely fashion as directed
- Work in a flexible manner and be willing to undertake other duties as reasonably requested. Some weekend and evening work, as required
- To undertake any other duties as necessary

## Person specification:

### Essential:

- A degree or equivalent
- Demonstrable knowledge and at least 2 years' experience of audience development and film programming
- Demonstrable knowledge and experience of running events
- Knowledge of distribution and exhibition sectors
- Demonstrable ability to work on own initiative
- Demonstrable ability to manage budgets and financial reporting
- Interpersonal skills that enable you to work with people at all levels and develop new partnerships
- Understanding of arts marketing
- Demonstrable problem solving skills
- Confident networking skills
- Meticulous attention to detail
- A thorough understanding of equal opportunities particularly in regard to the film industry
- Strong IT skills including Word, Excel, PowerPoint and Outlook
- Ability to work under pressure and prioritise workload
- Excellent communication skills (both written and verbal)
- Ability to work as part of a team
- A sense of humour

### Desirable:

- Experience of evaluation and report writing
- Fundraising experience
- Experience of developing partnerships
- Passion for independent film
- Social media skills