

Film Hub Wales Communications Officer (part time)

Department:	Film Hub Wales (FHW)
Post Title:	Film Hub Wales Communications Officer
Grade:	£21,500 pro-rata
Contract:	24 hours per week (contracted until 31 st March 2023, subject to confirmation of annual funding)
Location:	Chapter, Cardiff (remote working during Covid-19)
Responsible to:	Strategic Manager, Film Hub Wales
Responsible for:	No direct reports. Occasional supervision of interns and temporary staff

Purpose of Post

To communicate the work of the Hub and its members¹ effectively, with the aim of developing audiences for British independent and world cinema across Wales.

Duties and Responsibilities

- Copy writing for online and/or press,
- Updating the FHW website,
- Create digital assets such as newsletters, flyers and graphics,
- Photo / video editing,
- Monitor and promote Hub member activities,
- Manage FHW social media (Facebook, Twitter and Instagram),
- Desk research, including Made in Wales films,
- Ideas generation to improve external comms, including outreach to minoritised communities,
- Support Hub events (workshops, screening days etc),
- Partnership building, such as working with filmmakers and distributors to secure film screeners,
- Overall administrative duties.

¹ FHW works with members Wales wide. Members' include but are not limited to 'film societies, community cinemas, film festivals, commercial independent cinemas, event/pop-up providers, archives, film education providers/institutions, broadcasters, film distributors, multiplexes and wider arts/non film organisations.

Miscellaneous

- Any other duties as reasonably required by the Chief Executive or Film Hub Wales Strategic Manager,
- To become familiar with all relevant Health and Safety, operational, personnel, customer care, Data Protection and financial procedures, ensuring that all statutory obligations are complied with, especially in relation to licensing laws and first aid,
- The post-holder's duties must at all times be carried out in compliance with Chapter's Equal Opportunities policy, ensuring equality of opportunity is afforded to all persons both internal and external to Chapter.

Special Conditions

- Flexible working hours may be required involving weekends/evenings and some travel around Wales. A flexible attitude will be taken to ensure candidates with access requirements/carer demands are supported,
- Candidates from diverse backgrounds will be encouraged to bring their experiences to their role and to foster broader understanding in the FHW team and wider FAN.

This job description is not intended to be exhaustive. The post-holder will be expected to adopt a flexible attitude to the duties which may have to be varied (after discussion with the post-holder) subject to the needs of the organisation, and in keeping with the general profile of the post.

Person Specification

Essential skills/abilities

- Educated to degree level or equivalent work experience,
- Experience working in communications, preferably in a film exhibition environment,
- Experience updating web platforms such as WordPress,
- Experience creating graphics for use online,

- Able to manage social media platforms,
- A clear and confident communicator at events or one-to-one,
- Ability to write copy for press and online,
- A creative thinker,
- Ability to manage time / work to deadlines,
- Strong organisational and administrative skills,
- Ability to work on own initiative.

Desirable

- Understanding of the barriers faced by minoritised communities,
- Experience of dealing with press and media,
- A good knowledge of British independent and international film,
- Experience working on a project on a similar scale,
- Video editing and/or photography skills,
- Ability to speak and write in Welsh,
- Car licence and access to a vehicle.

Applications

Short listing for interviews will be based on applicants meeting the criteria listed in the position description.

Please address each point individually in your application, giving examples.

Closing deadline for applications: 12noon, Tuesday 7th September, 2021

We will contact short-listed candidates by Thursday 9th September, 2021 and interviews will take place on **Wednesday 15th September, 2021** either at Chapter Arts Centre, Cardiff, or online via Zoom TBC. Please note that if you have not heard from us by the above contact date, you have been unsuccessful and we are unable to offer you an interview. The ideal start date for candidates is **October, 2021**.

Please send your application, including names and telephone numbers of two referees to apply@chapter.org We are unable to accept CVs.

We will not be able to meet with individual candidates prior to interview.