



# BFI FAN Inclusion Project Manager

## Job Description

- **Department:** Film Hub Wales
- **Post Title:** Inclusion Project Manager, BFI Film Audience Network
- **Fee:** £250 per day (inclusive of any NI and PAYE)
- **Contract:** Total of 65 days (approximately 2 days per week between April 2022 – October 31<sup>st</sup> 2022)
- **Location:** Applicants may take up post from anywhere across the UK. Venue host is available in Chapter, Cardiff. Travel across the UK is a requirement.
- **Responsible to:** Film Hub Wales Manager
- **Responsible for:** No direct reporting responsibilities. Supervision of freelancers and interns.

## Purpose of Post

The freelancer will work with BFI's (British Film Institute) Film Audience Network (FAN) via lead Hub Film Hub Wales - to deliver key live elements of Inclusive Cinema – a UK wide project, designed to support access and inclusion across the FAN film exhibition membership.

The project aims to support the confidence and effectiveness of FAN, leading to greater opportunities for diverse leadership and equitable access to British independent and international film for audiences.

## Responsibilities

### Project Management

- Work with the Film Distributor's Association on an access versions project (10 films with accessible formats),
- Oversee development of a resource to support the growth of working class audiences in independent cinema spaces,
- Work with established partners on Sidecar, a resource which signposts films with audio description and descriptive subtitles,
- Oversee development of a Trans\* friendly podcast series,

## **R&D / Evaluation**

- Commission case studies from the FAN membership demonstrating inclusive practice,
- Oversee completion of a 2022 access survey,
- Complete quarterly reports for funders.

## **Partnerships**

- Arrange meetings of the Inclusive Cinema advisory groups who inform the development of the project,
- Offer advice to FAN members and Hubs where relevant.
- Update partner contracts and payment information.

## **Fundraising**

- Oversee an application to support R&D screenings for D/deaf and disabled audiences.

## **Comms**

- Updates to inclusivecinema.org and working with the FHW Comms Officer to update the Inclusive Cinema social media platforms,

## **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 the UK. 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**

- Demonstrable experience of managing a project on a similar scale,
- Understanding of the barriers faced by minoritised communities and/or individuals with barriers to access,
- Educated to degree level or equivalent work experience,
- Excellent communication skills, written and spoken,
- Ability to work alone and take initiative,
- Experience working with multiple partners and stakeholders,
- Excellent administration skills,
- IT literate, particularly in web, email campaigns and social media,
- Ability to work under pressure on multiple deadline driven tasks,
- Knowledge of fundraising.

### **Desirable**

- Knowledge of film exhibition and the wider film industry,
- Experience reporting to funders,
- Budget management,
- Ability to speak Welsh for applicants in Wales.

## **Applications**

Short listing for interviews will be based on applicants meeting the essential criteria listed in the position description. Please address each point in your application.

### **Closing deadline for applications: 9am 4<sup>th</sup> April**

We will contact short-listed candidates by **7<sup>th</sup> April** and interviews will take place on **12<sup>th</sup> April** online via Zoom TBC. The ideal start date for candidates is **April**.

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

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