BFI FAN Inclusion Project Manager

Job Description

- **Department:** Film Hub Wales
- **Post Title:** Inclusion Project Manager, BFI Film Audience Network
- **Grade/Fee:** £30,000 pro rata
- **Contract:** 32 hours per week (fixed term March 2022 – March 31st 2023)
- **Location:** Freelancers may take up post from anywhere across the UK. Venue host is available in Chapter, Cardiff. Travel across the UK a requirement.
- **Responsible to:** Film Hub Wales Manager
- **Responsible for:** No direct reporting responsibilities. Supervision of freelancers and interns.

**Purpose of Post**

The post-holder will work with BFI’s (British Film Institute) Film Audience Network (FAN) via lead Hub Film Hub Wales - to deliver 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 key partners to deliver against projects outlined in the Inclusive Cinema plan, such as an online accessible film catalogue, connecting a series of Film Distributor Association (FDA) accessible titles to cinemas and new projects supporting trans* and working-class communities.
- Provide advice and support to the FAN film exhibition membership and BFI FAN (including UK film seasons and training programmes), either one to one, via workshops or presenting at events,
- Work with the FHW Manager to ensure the project remains on target.
R&D / Evaluation
• Regular auditing of UK resources, case studies and guides relating to equality and inclusion,
• Commissioning case study creation from the membership for sharing best practice,
• Work with partners to explore and implement more inclusive evaluation methodologies for use in cinemas,
• Collate data from live projects and complete quarterly reports for funders.

Partnerships
• Work with the Inclusive Cinema advisory groups to host meetings and seek input from exhibition specialists with lived experience, which inform the development of the project,
• Work with key industry representatives (eg. BFI, UK Cinema Association, FDA, Film & TV Charity), and inclusion advocates (charities, influencers) to deliver projects, campaigns and resources,
• Maintaining a database of key partner contacts.

Fundraising
• Working with exhibition partners to support the submission of funding applications,
• Where relevant, submit direct funding applications for Inclusive Cinema.

Advocacy
• Forward planning for the future of Inclusive Cinema, exploring and writing plans in line with the BFI consultation for 2023 onwards.
• Contribute to the development of wider UK policy around inclusion where required.

Website
• Updates to inclusivecinema.org, adding new content and working with the web developer to monitor any updates required.

Comms.
• Working with the FHW Comms Officer to update the Inclusive Cinema social media platforms,
• Monitoring and sharing relevant awareness dates and opportunities around funding, training and networking,
• Updating BFI FAN and relevant strategic partners or funders on progress.
Budgetary Management
- Work with the Film Hub Manager and Development Officer to manage the project budget and process payments.

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,
- Experience in devising and delivering workshops and/or resources,
- Ability to represent the Hub with confidence at public events,
- 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, Monday 7th March**

We will contact short-listed candidates by 10th March and interviews will take place on Wednesday 16th March 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 March/April.

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.