

**Transformative Film Culture for Hull 2017 Programme Manager – Phase 1**  
**Job Description – Freelance Position**

**Location:** Sheffield and Hull with travel across the UK an essential requirement  
**Reports to:** Manager, Film Hub North  
**Rate of pay:** £250 per day  
**Contract terms:** A minimum of 60 days to be worked between mid May 2016 to early August 2016

**Please note that this is a freelance position.**

**Subject to the funding for the project being secured, the Phase 2 Programme Manager position will be an advertised, full time, fixed term position which will run until January 2018.**

**The successful Phase 1 candidate will be guaranteed an interview for the Phase 2 position.**

**Background**

**An exciting opportunity has arisen to lead a substantial film programming project forming a key part of Hull 2017's UK City of Culture year.**

Hull was announced the winner of **UK City of Culture 2017** in 2013. The award is given to a city every four years that demonstrates the belief in the transformational power of culture. To deliver the programme Hull City Council set up Hull UK City of Culture 2017 as an independent company and charitable trust.

Hull 2017 has been set up to produce 365 days of transformative culture in 2017 through a range of diverse and high profile events and projects. After the Olympics and Paralympics, Commonwealth Games and the Tour de France in Yorkshire this will be the biggest, most high profile event that the UK will be staging over the next few years. It will be a celebration of Hull's rich history and its future and will position Hull as the UK host city of cultural activity and debate throughout 2017.

**Film Hub North** is part of the **BFI Film Audience Network (FAN)**. The ambition of Film Forever, the BFI's plan for 2012-17, is to encourage people to build a lifelong relationship with film, to help build audiences for a broader range of films across all platforms and ensure that film culture can be accessed and enjoyed by everyone across the UK. FAN is at the heart of this; a network coalition of organisations across the UK that are working together to extend film choice, increase and broaden film audiences, and enhance opportunities for audiences to engage with and learn about film.

**Film Hub North** is a network of cinemas, cross arts venues, festivals and those working in the exhibition sector in our region that share a commitment to enhancing the opportunities for people to engage with world cinema in all its diversity and to developing the cinema sector across the regions and beyond. The region covered by Film Hub North is Cumbria, Yorkshire, County Durham, Northumberland and Tyne & Wear.

Film Hub North is led by Showroom Workstation.

**Transformative Film Culture for Hull 2017** has been developed by Film Hub North in partnership with Hull 2017 and is Lottery funded by the BFI. The project brings together key film festivals, programmers and event producers working across the Film Hub North region to collaborate on a year-long, city-wide film programme inspired by the themes of Hull 2017. **The Programme Manager will have a unique opportunity to develop programmes and**

**partnerships resulting in a crucial strand of the Hull 2017 programme.** The project will ensure Hull's independent film exhibition sector gain in depth programming and operating experience and gather evidence to support ongoing film provision beyond 2017.

More information about [Hull 2017](#)

More information about the [BFI Film Audience Network](#)

More information and about [Film Hub North](#)

### **The Programme Manager Brief**

To develop a full film programme proposal for Hull 2017 to an exceptional standard within an agreed timescale and budget to secure funding from the BFI.

### **The Programme Manager will be responsible for:**

- Development of full film programme proposal with programming and project partners
- Writing and submission of Stage Two BFI bid for Lottery support
- Ensure effective communication and information systems are in place across the key partnerships in order to deliver the project within the agreed timetable
- Identify and draw out opportunities for the project to capitalise and coordinate with national and regional organisations and campaigns; making introductions, building collaborations and scoping proposals.
- Ensure all relevant agreements are in place with partners, service providers and stakeholders
- Ensure procedures are in place to satisfy funders, partners and other stakeholders' requirements.
- Project management, in liaison with FHN Manager
- Administering Programming Group
- Partnership and relationship management
- Financial management
- Manage commissioning process for film programme residencies
- Liaise directly with press, marketing and evaluation personnel at Hull 2017
- Manage evaluation framework, in liaison with FHN Manager

### **Key Accountabilities**

These include but are not limited to:

- A successful BFI award supporting the Transformative Film Culture for Hull 2017 programme
- The programme proposal is well researched, planned, delivered and documented
- Participation in the bid development process involves key partners and personnel in Hull and across the wider Film Hub North region
- All partners and the BFI receive timely and clear communication to the highest possible standard
- Good working relationships are established and maintained with the BFI and partners
- Budgets and financial records developed and well managed
- The Body with the financial responsibility for the project is the Sheffield Media and Exhibition Centre Ltd Board.

## Candidate Profile

### **Work Experience**

- Demonstrable experience of successful bid writing
- Demonstrable experience of coordinating multiple partners
- Experience of managing business to business projects from idea to delivery
- Substantial experience of working in the film exhibition sector (note voluntary or entry level experience is not sufficient)
- Experience of managing multiple stakeholders
- Experience of engaging with public figures or senior industry figures
- Experience of using digital tools to communicate widely
- Demonstrable budget management experience
- Demonstrable event management experience

### **Skills & Knowledge**

- Understanding of Hull 2017's UK City of Culture bid
- Knowledge of Hull and the Yorkshire counties
- Knowledge of film exhibition, distribution and the wider film industry
- Contacts within the film exhibition sector
- Understanding of BFI FAN and FHN
- Excellent organisational skills
- Strong communication, interpersonal and negotiation skills
- Ability to work under pressure
- Proven ability to meet deadlines
- Problem solving abilities
- Excellent written and spoken English

## Working Relationships and Contacts

### **Internal**

- Film Hub North Manager (line manager)
- Film Hub North Coordinator (providing administrative support)
- Showroom Workstation Senior Programmer (providing programming support)
- Showroom Workstation Finance Manager (assisting with financial management of project)

### **External**

- Hull 2017 (liaison with Programme Producer, Marketing, Press and Evaluation teams)
- Hull Independent Cinema (main programming partner)
- BFI (liaison with Audiences and Curatorial teams)
- Film Hub North members (programming and event partners – key festivals, programmers and event producers from across the FHN region)
- Film Hub North Steering Committee (advisory body for Film Hub North)
- National industry partners (FAN Strategic Partners such as ICO, Into Film and Cinema for All as possible project partners)

- Event sponsors (to be identified)

The successful candidate must be able to commence employment no later than w/c 23<sup>rd</sup> May 2016

**To apply please send a current CV and covering letter outlining your suitability for the role by 12noon on Friday 13<sup>th</sup> May 2016 to [reception@showroomworkstation.org.uk](mailto:reception@showroomworkstation.org.uk) or by post to: Recruitment, Hull 2017 PM Ph1, Showroom Workstation, 15 Paternoster Row, Sheffield S1 2BX**