

BROADWAY

Job Description

Job title:	Head of Film Hub Midlands
Reporting to:	Chief Executive
Annual Salary:	£43,421
Staff responsible for:	Film Hub Midlands Team (5 staff)
Purpose of the post:	Strategic responsibility for successfully delivering regional BFI projects, (BFI Film Audience Network(FAN), BFI NETWORK, BFI Film Academy) and overseeing regional investment from BFI into the Midlands, to develop and maintain a thriving film culture in the region.
Hours worked:	37.5 per week
Date issued:	May 2024

Main Responsibilities

1. Strategy

- i. To implement the Midlands strategy for BFI FAN, including management of funding programmes for grants to the sector, initiatives to support exhibitors to reach priority audiences, professional development and training programmes and building a strong connected regional network, in line with the aims of BFI's "Screen Culture 2033" strategy
- ii. To manage the BFI NETWORK strategy for the Midlands region including contributing to national conversations, partnership development and ensuring talent programmes are rigorous, fit for purpose, inclusive and deliver the objectives of the scheme
- iii. To ensure successful implementation of the BFI Academy Plus project supporting young film talent to access career opportunities
- iv. Maintain the strategic partnership with Flatpack, Birmingham (Broadway's key partner for FHM strategy and delivery), and strategic relationships including with BFI, and colleagues across the BFI FAN

- v. To build and maintain relationships with cultural organisations across the region, ensuring Film Hub Midlands strategy is responsive to sector needs
- vi. Be an active member of the National strategic group made up of Film Hub Leads contributing to UK-wide initiatives and ensuring the BFI Film Audience Network achieves its objectives and remains an industry leading project
- vii. To attend, chair and contribute to meetings with internal and external stakeholders to ensure the delivery of Film Hub Midlands strategy and activities
- viii. Keep up to date with key sector developments across cinema, production and distribution in order to seek out opportunities and support Film Hub Midlands members
- ix. To be an ambassador, spokesperson and representative for Film Hub Midlands, and Broadway, as required
- x. To lead on the BFI FAN Champion area of Broader Screen, supporting the UK-wide membership to engage with immersive technologies

2. Management

- i. To line manage the Film Hub Midlands team (currently five people, geographically dispersed, working remotely and in-office) and any relevant freelance contractors
- ii. To support the team to achieve objectives on time, on budget and to a high standard
- iii. Be responsible for partnership development across the Midlands film sector, broadening the network including in production, exhibition and distribution
- iv. Ensure Film Hub Midlands activity is visible across the sector, contributing to events locally, and nationally
- v. Manage the Film Hub Midlands funding award including writing proposals, budgets, and ensuring activities are delivered and reported on
- vi. Reporting Film Hub Midlands activity to Broadway's Senior Leadership Team, trustees and internal and external stakeholders as appropriate

3. Operational

- i. Be accountable for all aspects of operational management of Film Hub Midlands, including grant giving processes and contractual obligations and overseeing the delivery of events

- ii. Be accountable for financial oversight, budget monitoring and year-end procedures working closely with the Broadway's Finance Director and CEO
- iii. Ensuring data is collated accurately in order to demonstrate the impact of activity and report to Broadway, BFI and other stakeholders as necessary
- iv. Deliver commitments in our Equality, Diversity and Inclusion plan and ensure the values of inclusivity and diversity are reflected in our work
- v. Work in a flexible manner and be willing to undertake other duties as reasonably requested including some travel, weekend and evening work as required.