



Audience Development Manager

Maternity Cover (minimum 6 months: 10 August 2009 to 28 Feb 2010)

Salary Range: £33,000 pa pro rata

JOB DETAILS

Film London is the capital's film and media agency. Funded by the UK Film Council and the London Development Agency, we support the development of all the screen industries based in London – film, television, video, commercials and interactive media.

Our aim is simple: to sustain, promote and develop London as a major international film-making and film cultural capital. We will achieve this through facilitating a range of partnerships across the city, through direct funding of some key London media activities, as well as assisting the film-makers who choose to work in our city.

The Audience Development Manager will play a key role, developing and implementing strategy for more diverse, accessible and high quality exhibition of and education about film across the city. The delivery will be through work in permanent and temporary venues, spaces usually associated with other cultural forms as well as through festivals and one-off film and media events.

The post holder is part of the Skills & Development Department and will report to the Head of Skills & Development who in turn reports to the Chief Executive. The post holder will be assisted by the Lottery Administrator and the Audience Development Assistant.

KEY RESPONSIBILITIES

Working closely with the Head of Skills & Development to develop Film London's strategic and operational exhibition, education and archive work.

Departmental Responsibilities

- To develop, manage, monitor, and evaluate Film London's portfolio of exhibition, education and archive lottery funding schemes including the Cultural Exhibition Fund, the Outer Boroughs Fund, the Education "Hubs" Fund and the Black Film Exhibition Publicity Fund.
- To facilitate the training and development of the exhibition and education sector in London, chiefly by delivery regular Exhibitors' Forums and one-to-one Exhibitors' Surgeries

- To support the Head of Department in managing Film London's children and young people's work.
- To maintain existing strategic partnerships with key public and commercial organisations and stakeholders in London.
- To line manage the audience development team and any freelance contracts relevant to the team.
- To ensure compliance with lottery requirements and other funding sources used to fund exhibition, education and archive activity including capture of monitoring and financial data, narrative and financial reporting, and evaluation.
- To liaise with regional, national and international bodies sharing information and good practice on audience development and education.

Organisation-wide responsibilities

- To advise on Film London-wide audience projects including London Film Day. To participate in cross cutting teams, advising on education and exhibition aspects of any other organisation-wide initiatives undertaken by Film London.
- To represent Film London as directed.
- To operate at all times within the agency's Equal Opportunities policy and Code of Practice.
- Any other related duties as may be reasonably required.

ESSENTIAL EXPERIENCE AND PERSONAL QUALITIES

Essential:

- Experience in the exhibition and/or distribution sector and/or film education sector, ideally working closely with venues and festivals.
- Project management skills – the ability to develop and manage a diverse project portfolio and manage multiple stand-alone projects ensuring deadlines are met and projects are delivered on time and to standard.
- Stakeholder and partnership management skills – the ability to develop relationships and to balance and broker the needs of multiple stakeholders.
- Excellent communication and advocacy skills – both oral and written and including high levels of diplomacy and tact.
- Grant development and management experience – the ability to develop funding programmes, market and disburse grants in compliance with funding regulations, and support applicants and recipients throughout the grants process.
- Experience of communications, PR and marketing – understanding how to harness this expertise to reach audiences and stakeholders.

- Knowledge and understanding of national and regional policy in relation to exhibition, education and archive work.
- Excellent people management skills - the ability to lead a multi-disciplinary team of staff and specialist consultants.
- Knowledge of raising funds from public and private sources and ensuring compliance with funding regulations including knowledge and understanding of Lottery funding regulations, its assessment process and its monitoring and reporting requirements.
- Knowledge of London and its diverse communities and understanding of how to develop projects and partnerships to meet the needs of specific communities.
- Excellent organisational and administrative skills.

Desirable:

- Good knowledge of film and television.
- Knowledge of copyright and rights clearance issues in relation to film.
- A strong team player.

KEY TERMS AND CONDITIONS

Place of work

Film London's offices are at Suite 6.10, The Tea Building, 56 Shoreditch High Street, London E1 6JJ. Travel around London and the UK may be required. Costs for travel required by work will be reimbursed.

Hours and workload

Time off in lieu will be possible in respect of hours worked over the standard week of 40 hours (inclusive of lunch breaks). Time off in lieu will not be allowed to accrue across leave years. Occasional work on weekends and / or evenings may be required.

Holidays

All staff will be entitled to 25 days paid holiday pro rata in addition to public and bank holidays in each leave year (1 April to 31 March). Not more than 5 days unused holiday entitlement will be rolled into subsequent years unless at the express authorisation of the Board and no payment will be made for unused leave.

Notice

The termination of the post will be subject to one calendar month notice on either side.

APPLYING FOR THE POST

For further details and an application form, please send a large self-addressed envelope, quoting the job title to Personnel, FILM LONDON, The Tea Building, Suite 6.10, 56

Shoreditch High Street, London E1 6JJ. **Alternatively, download an application form from www.filmlondon.org.uk/vacancies.**

Please post completed forms to the address above or email jobs@filmlondon.org.uk.

Closing date for applications: 12pm, Thursday 9 July

It is the policy of Film London to promote and integrate equality of opportunity into all aspects of its business, including its appointment of staff. We wish to ensure that Film London reflects the diversity of the communities in which it works. We strongly encourage applications from groups currently under-represented including Black, Asian and Chinese and other ethnic minority groups, and disabled people.