

CHAPTER



Freelance Anim-18: Celebrating British Animation, Project Manager (part time – fixed term)

Department:	Film, Cinema and Film Hub Wales (FHW)
Post Title:	Anim18: Celebrating British Animation, R&D Project Manager
Fee:	Up to £175 per day, depending on experience (inclusive of any NI and PAYE)
Contract:	Up to 51 days (fixed term May – September 2017)
Responsible to:	Director of Cinema, Chapter
Responsible for:	NA

Purpose of Post

To support FHW/Chapter with the research and development phases of a programme development fund (PDF) application to the British Film Institute (BFI), which will aim to deliver a major UK wide audience development programme in 2018, celebrating British animation.

Duties and Responsibilities

- Lead on the UK wide feasibility research of the project, acting as a central point of communication between Film Hub Wales, partners and the British Film Institute (BFI), mapping the future logistics of the season,
- Developing research into film rights clearance, key animation partners, BFI Strategic Partners such as ICO and IntoFilm
- Explore potential for innovative commissions such as *Scratch and Sniff*, original live scores to silent film, touring events, etc
- Liaise with stakeholders, attending relevant partner meetings to represent the project,
- Follow up conversations with key distributors around upcoming releases to discuss how we could collaborate across marketing and PR, resources, events, and other opportunities.
- Research potential and existing resources to be made available to project partners throughout the course of the season
- Complete the expression of interest process with UK partners, collating information for the stage 2 application to the BFI (to be submitted in August 2017),
- Continue conversations with the BFI and other partners around appropriate evaluation techniques for the stage 2 application, drawing up briefs for external partners where needed,
- Completion of the stage 2 funding application to the BFI, ensuring that the programme continues to meet the editorial, cultural and creative themes set out within the original brief and runs according to the timeline,
- Work with FHW Strategic Manager and Chapter's Development Director to further conversations around levering in further sponsorship and funding,
- To work with FHW Strategic Manager to ensure that the project remains on budget,
- Managing the stage 1 reporting processes in line with the BFI reporting deadlines, ensuring that all materials are disseminated and collected,
- Other general or administrative duties as required, where relevant and relating to the brief.
- Reporting back to FHW/Cinema on the above,

Miscellaneous

- Any other duties as reasonably required by the Director of Cinema and Film Hub Wales and Chief Executive.
- To be 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.

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 skills/abilities

- Commitment to the BFI's objective of extending the breadth, depth and reach of film choice for diverse audiences.
- Educated to degree level or equivalent,
- Excellent, proven, project management skills,
- A good working knowledge of film,
- Excellent communication skills, via phone, in person and in writing,
- Experience of fundraising and the role it plays in project delivery,
- Ability to represent the project with confidence to external contacts or at public events,
- Proactive approach to tasks, presenting creative solutions to problems,
- Ability to work to deadlines, understanding how this impacts on team members,
- Strong organisational and time management skills,
- Ability to work on own initiative and on a variety of tasks,
- IT literate, including in web and social media,
- Working knowledge of budgets,

Desirable

- Experience of dealing with press and media,
- A working knowledge or interest in animation
- Ability to speak and write in Welsh,
- Car licence and owns own vehicle.

Applications

Short listing for interviews will be based on applicants meeting the essential criteria listed in the position description. Please send your application, including names and telephone numbers of two referees to:

Susan Powell
Human Resources Manager
Chapter Arts Centre
Market Road
Cardiff
CF5 1QE
Susan.powell@chapter.org

The closing date for applications is 5pm 26th April. Interviews will take place on Wednesday 3rd May.