

# CHAPTER



## FAN Access Coordinator (Work Placement)

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| <b>Department:</b>      | <b>Film, Cinema and Film Hub Wales (FHW)</b>                                      |
| <b>Post Title:</b>      | <b>FAN Access Coordinator</b>   |
| <b>Grade:</b>           | <b>£16,286 pro rata</b>   |
| <b>Contract:</b>        | <b>24 hours per week (fixed term: 15 weeks - October 2018 – January 2019)</b>     |
| <b>Location:</b>        | <b>Chapter Arts Centre, Cardiff</b>   |
| <b>Responsible to:</b>  | <b>FAN Access Officer</b>   |
| <b>Responsible for:</b> | <b>No direct reports. Occasional supervision of interns &amp; temporary staff</b> |

### Purpose of Placement

Film Hub Wales are seeking candidates from diverse backgrounds to support the BFI FAN Access Officer with the coordination of the BFI Film Audience Network (FAN) Diversity and Inclusion project. The post-holder will explore and debate representation on screen, in the audience and behind the camera, with the aim of creating access for all film audiences to British independent and world cinema UK wide, regardless of the barriers to attendance they may face. They will liaise with members of BFI FAN, to ensure the smooth day-to-day running of the project, and will be supported throughout the placement to develop skills suitable for further work in the film exhibition sector.

### Duties and Responsibilities

#### Marketing:

- Monitoring activities and events, seeking opportunities to promote accessible screenings and awareness dates UK wide,
- Updating the inclusive cinema website and social media platforms,
- Developing social media campaigns and writing press releases, working with PR specialists where relevant,
- Exploring marketing techniques to reach non-attenders, isolated and marginalised communities,
- Creating internal/external marketing materials and monitoring, ensuring that content meets funder guidelines and diversity standards,
- Commissioning and/or creating photography/videography.

#### Fundraising

- Work with the FAN Access Officer to source and raise funds for accessible cinema.

#### Partnerships

- Working with exhibitors, filmmakers and distributors to build a representative database of contacts,
- Liaison with Film Hub Lead Organisations (FHLOs), wider partners and stakeholders, offering support to Hub members.

#### Research and Training

- Taking part in training/events that will support the project and candidate's development,

- Research into inclusive film training, resources and film packages that represent diversity on screen, with promotion to project partners,
- Coordination of Opening Our Doors training events for FAN members.

### **Finance and Reporting**

- To work with the FAN Access Officer to ensure that the project is delivered on time and according to the brief,
- Collecting and processing audience data for reporting purposes,
- Communicating reporting deadlines with partners and collating information,
- Monitoring progress of events and feeding back to the team to improve future activities.
- Working with the BFI FAN Access Officer to monitor spend,
- Working with the BFI FAN Access Officer to explore effective evaluation methods.

### **Miscellaneous**

- Any other duties as reasonably required by the BFI FAN Access Officer and 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 be carried out in compliance with Chapter's Equal Opportunities policy at all times, 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. In response, a flexible attitude will be taken to ensure candidates with access requirements/carer demands are supported to get the most from the placement,
- Candidates from diverse backgrounds will be encouraged to bring their experiences to their decision-making and to foster broader understanding in the Film Hub Wales team and wider Film Audience Network.

**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 project and organisation, and in keeping with the general profile of the post. Applicants are expected to be new graduates or those with equivalent experience beginning their journey in film exhibition, and will be supported with training and regular 121s.**

### **PERSON SPECIFICATION**

#### *Essential skills/abilities*

- Educated to degree level, or equivalent work experience,
- Understanding of the barriers faced by marginalised communities and/or individuals with additional needs,
- Experience, or a good understanding of audience development,
- A good working knowledge of film,
- Excellent communication skills, via phone, in person and over email,

- Ability to write copy for press and online,
- Ability to represent the project with confidence 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, particularly in web, email campaigns, social media and design software,

*Desirable*

- Experience of coordinating a project on a similar scale,
- Experience of dealing with press and media,
- Ability to speak Welsh for applicants in Wales,
- Working knowledge of budgets,
- Video editing and/or photography skills,
- 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.

**Closing deadline for applications: 5.30pm 31<sup>st</sup> August 2018**

We will contact short-listed candidates by **7<sup>th</sup> September 2018** and interviews will take place on the **11<sup>th</sup> September 2018 at Chapter Arts Centre, Cardiff**. 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 **1<sup>st</sup> October 2018**

Please send your application, including names and telephone numbers of two referees to [Toki@filmhubwales.org](mailto:Toki@filmhubwales.org)