

WATERSHED

Job Description

December 2019

BFI NETWORK Talent Executive, Watershed – Maternity Cover

Dear Applicant,

Watershed is looking for a well-connected Talent Executive with experience of film production and a passion for film to join our team to lead BFI NETWORK South West, part of a UK wide film talent development programme. As this is a maternity cover, flexible terms will be considered for the right candidate(s) and applicants are encouraged to get in touch with any questions.

BFI NETWORK is a collaboration between the BFI, national film organisations and leading cultural venues around the UK including Watershed with a mission to discover and support talented writers, directors, producers and artists at the start of their filmmaking careers. It provides funding for short films, supports the early development of first features, and offers a range of professional and creative development programmes.

About the role:

This role is an exciting opportunity to join Watershed and collaborate with partners across the South West region to discover and support writers, producers and artists working across different disciplines, at the early stages of their careers, helping to develop their storytelling abilities in film. The role will include supporting talent to access film funding; providing editorial expertise on funded projects; providing creative oversight of funded work; overseeing production and delivery of funded work in an executive capacity; supporting professional development; and promoting opportunities available through BFI NETWORK and beyond. The Talent Executive will join Watershed's team and will report to the Film Hub Managing Producer, with guidance and support from the UK wide BFI NETWORK. They will place inclusivity at the core of talent development and conduct active regional outreach, working from a grassroots level up, to ensure that the widest range of people are aware of, and can access, the funding and networks.

About you:

You will be an inclusive and engaged connector of people, passionate about film with the ability to understand new ideas and how they can be supported, developed and shared. You will be comfortable working collaboratively and creatively and able to back this up with solid project coordination, organisational skills and pragmatism. As you will oversee the commissioning and production of short films, you will need strong project management skills and experience of budgeting and effective administration and experience of film production. You will have some experience in talent development in the cultural film sector, the arts or the wider film and creative industries and have an adventurous and collaborative approach to work. Given the geographic spread of Film Hub South West, you will enjoy travelling, flexible hours and making things happen by animating a real and virtual network. Watershed encourages applications from people of all backgrounds but particularly welcomes applications from candidates from Black and Minority Ethnic backgrounds as they are under-represented within our staff team.

WATERSHED

Job Description

About Watershed:

Watershed leads Film Hub South West, a growing network of over 140 cinemas and film exhibition organisations from its base in Bristol which was recently named UNESCO Creative City of Film. It is part of the BFI Film Audience Network, a growing UK wide film exhibition network set up in 2013 with support from the National Lottery to ensure the greatest choice of film is available for everyone. As Film Hub Lead Organisation (FHLO), Watershed builds on its own passion for presenting the past, present and future of cinema and track record in talent development to share expertise and support existing and new partner organisations across the South West. For cultural cinema to be for everyone, everywhere, we believe that we need a thriving and inclusive cultural film exhibition sector: one which invites and inspires everyone to engage in and shape film culture beyond the mainstream; nurtures future generations; breaks down barriers to engagement and recognises the quality and value of difference.

About BFI NETWORK:

Since 2018, the English Film Hubs are home to a total of seven Talent Executives appointed across the regions as part of a major BFI NETWORK initiative supported by National Lottery funding to ensure that everyone can access expertise and build their networks along with funding for short film and early development work. They join the existing talent development executives in Northern Ireland Screen, Ffilm Cymru Wales and the Scottish Film Talent Network who all help to deliver BFI NETWORK. These exciting, demanding and expansive roles will focus on outreach as well as discovering and supporting new filmmakers.

For information and inspiration, visit

- BFI NETWORK <https://network.bfi.org.uk>
- BFI Film Audience Network <http://www.bfi.org.uk/FAN>
- BFI 2022 <http://www.bfi.org.uk/2022/>
- Film Hub South West / Watershed <http://www.watershed.co.uk/filmhub/making-films/>

Watershed's first value is ***Inclusive - We are people led***. *We listen to and engage with the broadest range of people*. To achieve this in everything we do, we are striving to understand more about who applies to work with us. So we invite you to complete our anonymous equal opportunities monitoring form, which will not be shared with the short listing panel.

Watershed is working towards good practice in equal opportunities and asks all applicants to complete the application form and equal opportunities monitoring form. Please DO NOT include your CV as it will not be considered. Please put all relevant information on your application form.

Watershed will work with shortlisted candidates to ensure their access needs are met during the interview process and will ensure access requirements do not factor in decision making.

Watershed encourages applications from people of all backgrounds but particularly welcomes applications from candidates from Black and Minority Ethnic backgrounds as they are under-represented within our staff team.

WATERSHED

Job Description

The ideal start date for candidates is: **early – mid March 2020**

The closing date and time for all applicants is: **31 January 2020 17:00**

We will contact short-listed candidates by: **5 February 2020**

Interviews will take place on: **11 February 2020 at Watershed in Bristol**

Please note that if you have not heard from us by the above date, you have been unsuccessful and we are unable to offer you an interview. If you have specific access requirements, please get in touch.

Best wishes,



Madeleine Probst – Film Hub South West Managing Producer

E: maddy@watershed.co.uk T: 0117 9275120

Watershed, 1 Canon's Road, Harbourside, Bristol, BS1 5TX

WATERSHED

Job Description

Position:	BFI Network Talent Executive – Maternity Cover
Grade:	2 Circa £31K - £33K (depending on level of experience) Per Annum pro rata*
Fixed Term contract:	12 months or upon return of the permanent post-holder
Responsible to:	Film Hub South West Managing Producer, Watershed

*Full time working is preferred but flexible terms will be considered for the right candidate(s)

Purpose of Job

The post-holder will collaborate with partners across the South West region to discover and develop talented writers, directors, producers and artists working across different disciplines at the start of their filmmaking careers. The role is based at Watershed in Bristol, Film Hub Lead Organisation for the region as part of the BFI Film Audience Network. They will place inclusivity and outreach at the core of their approach, working from a grassroots level up, to ensure that the widest range of people are aware of, and can access, the funding and networks. The role will include supporting talent to access funding for i) short film production and ii) the early development of feature film concepts; providing editorial expertise, on funded projects; supporting professional development, including progress from short films towards features; and promoting opportunities available through BFI NETWORK and beyond. They will provide creative and related oversight of funded work to ensure the strongest possible outcomes from the support provided.

Principal Responsibilities

- Connect dynamic new regional talent with film funding opportunities
- Seek out, develop and track relationships with new writers, directors and producers
- Participate in assessment processes, reviewing applications and making recommendations for funding for the South West slate and second read for one other English region
- Give concise, confident and swift editorial feedback on funded projects, including on short film cuts, samples and other material submitted
- Provide creative support and production oversight from script stage through edit and up to final delivery for a slate of short films (a mix of existing and new projects)
- Provide feedback and guidance for writers working on feature film treatments as part of the Early Development Fund (a mix of existing and new projects)
- Maintain key national partnerships with organisations such as BAFTA, BIFA and Doc Society
- Provide oversight of production and legal issues in relation to BFI NETWORK-funded projects in your region, including regarding copyright legislation
- Conduct regional outreach including collaborations with regional arts and community organisations
- Use and promote the BFI NETWORK website, reviewing new work, engaging with talent and sharing information
- Liaise with professional development delivery partners to co-ordinate regional activity
- Identify and access in-kind resources to enrich the experience of applicants and awardees
- Promote short films funded within the region, enabling routes to exhibition and distribution
- Administrate the project activities and manage related finances, such as project expenditure and receipt of funding in liaison with the wider Watershed team

WATERSHED

Job Description

- Report to Watershed and the BFI about the funded activity, identifying any potential issues with delivery and agreeing actions
- Share information with the BFI Film Fund and other Talent Executives, including through regular meetings
- Respond to enquiries about talent development within the region
- Signpost filmmakers to additional or alternative support
- Promote other relevant initiatives and oversee relevant duties of the Marketing Coordinator (including social media strategy and e-communication)
- Attend events, such as local festivals, as a representative where appropriate
- Participate in training and seek ways to develop the role, in negotiation with the Film Hub SW Producer
- Flexible working hours will be required involving weekends / evenings and regular travel around the region
- Be a brand ambassador and represent Film Hub South West at external events, sharing inspirational and motivational stories from those who have engaged with and benefited from their experiences with the organisation, highlighting National Lottery support.

Key Performance Indicators

- A “healthy” and inclusive talent community is being developed with a diverse range of writers, directors and producers identified and nurtured; new collaborations being formed; and participation from across the region
- Short films and Early Feature Treatments are successfully developed and delivered on time on budget in line with BFI guidance
- Activities and events are well delivered, promoted, documented and attended
- Stories of talent development and progression are captured and shared, raising awareness about what’s on offer, fostering peer-sharing and visibly making the case for impact
- Budgets and financial records managed well
- The Film Hub Managing Producer, Watershed team, BFI NETWORK partners as well as funders receive timely and clear communication to the highest possible standard
- Positive working relationship with key public sector agencies, funders and industry partners
- A generous and effective member of the Watershed and Film Hub South West teams

Person Specification

Skills & Experience

Essential

- Experience of film production and co-ordination of creative projects
- A thorough understanding of film culture and the film industry
- Creative thinker with the ability to recognise promising talent through application / related material and how to support and develop talent
- Ability to form local and regional partnerships with a wide range of organisations, within and outside of

WATERSHED

Job Description

the film industry, including community partnerships

- A demonstrable and evidenced commitment to inclusion
- Highly organised with the proven ability to meet deadlines and targets while working in a busy environment
- Excellent communication skills and ability to deal effectively with people at all levels
- Experience of project management and administration, including budget management
- Experience in event promotion and network communication, including via social media
- A people person with the ability to develop and maintain good collegiate working relationships with contacts, partners and stakeholders and able mobilize networks
- A commitment to continuing professional development.

Desirable

- Experience of developing and running talent development programmes
- Film industry contacts in the South West, across the UK and beyond
- Experience of reporting and evaluation

Watershed Values

The Watershed brand is unique, trusted and respected and is driven by the following shared values which are clearly articulated. Ability to master and represent Watershed's Vision and Values is therefore important. Watershed is:

Inclusive	We are people led. We listen to and engage with the broadest range of people.
Open and Honest	We provide a culture and environment that is trusting, trusted and trustworthy.
Make Things Happen	We approach opportunity and challenge creatively, collaboratively and with a can do attitude.
Entrepreneurial	We are inventive, try new ideas, experiment, learn and share.
Celebratory	We celebrate culture, creativity and wonder.

Additional information:

- The post-holder is expected to wear clothing appropriate to their post.
- The post-holder will be required to undertake such other comparable duties as may be required by the Head of Department¹.
- Watershed is open seven days a week, including Bank Holidays (Christmas Day and Boxing Day are the only exceptions). Watershed is a public building, which operates a diverse range of cultural and commercial activities. The post holder will need to be comfortable working in this environment.

Watershed is striving to be an equal opportunities employer.

WATERSHED

Job Description



Watershed is a Social Enterprise Mark Holder. Social Enterprises are businesses whose products and services create both social and environmental benefits.



Film Hub South West is led by Hub Lead Organisation Watershed as part of the BFI Film Audience Network and funded by British Film Institute through National Lottery Funding.



Watershed is proud to be a partner of BFI NETWORK funded by British Film Institute through National Lottery Funding. For information, inspiration, and to apply for funding, visit: network.bfi.org.uk