**BFI NETWORK Talent Coordinator – Freelance Role**

Dear Applicant,

Thank you for your interest in the above Freelance role at Watershed. Please see below more information about the brief, including key responsibilities, the experience and skills do you need to be considered for this opportunity and terms and conditions. Please consider these carefully and decide whether you wish to apply.

**Watershed's first value is Inclusive – we are people led**. We listen to and engage with the broadest range of people. The information below lays out some of the steps we are taking to create a more inclusive recruitment process. Many of these steps are new to us, so [feedback and questions](mailto:hr@watershed.co.uk) are very welcome.

**If you are from a background that is underrepresented in the film and culture sector** (for example you are from a community that experiences racism or you are a disabled person (as defined by the Equalities Act 2010), or you did not go to University or had free school meals as a child), and you would like support to articulate how your experience is transferable to this role, you can book time with us (we will ensure the person you meet is not involved in the recruitment process).

We would be pleased to help you think this through. Please request this by emailing [hr@watershed.co.uk](mailto:hr@watershed.co.uk) (we will not ask you to disclose your background).

**We believe our work will be stronger with greater diversity** and welcome applications from those who bring balance to our team. Watershed welcomes the whole person to work, and we understand that each of us brings our experiences, our backgrounds and our own unique lens to what we do.

**About Watershed and Film Hub South West:**

Watershed leads Film Hub South West, a growing network of over 170 cinemas and film exhibition organisations from its base in Bristol which was recently named UNESCO Creative City of Film. 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 as part of the UK wide BFI Film Audience Network (BFI FAN.)

**About BFI NETWORK:**

Made possible through National Lottery funding, BFI NETWORK exists to discover and support talented writers, directors and producers at the start of their careers. We collaborate with film organisations and leading cultural venues across the UK to provide funding for short films, support for the development of first features, as well as a range of professional and creative development programmes.

**Further reading:**

* [BFI2022 Strategy](http://www.bfi.org.uk/2022/)
* [Film Hub / BFI NETWORK South West](http://www.watershed.co.uk/filmhub)
* [BFI NETWORK](https://network.bfi.org.uk/)

**Timeline:**

In order to broaden the field of candidates, the Watershed team will aim to meet all long-listed candidates who meet the basic criteria for a short online interview first and then will then hold second interviews. You will sent more information about the format and any questions in advance. Given the current circumstances, we will carry out interviews online.

The closing date and time for all applicants is **5pm Thu 12 May 2022**

We will contactall long-listed candidates by: **Tue 17 May 2022**

Short online interviews: **Thu 19 -** **Fri 20 May 2022**

We will contactall short-listed candidates by: **Mon 23 May 2022**

Final online interviews: **Wed 25 May 2022**

Please note that if you have not heard from us by the beginning of June, you have been unsuccessful, and we are unable to offer you an interview.

**How to apply - please send us:**

* Your CV (no more than 2 sides of A4) detailing relevant work experience and any qualifications /  
  training relevant to the role. Please make sure your contact details are included.
* A cover letter (no more than 2 sides of A4) telling us why you are applying for this position and  
  why you are suitable for the role. (alternatively, you can send us a video or audio file no longer  
  than 10 minutes.)

Please send the above documents to bfinetwork@watershed.co.uk using the subject line ‘**BFI NETWORK Talent Coordinator – Freelance** [insert name]’.

Do not attach video or audio recordings to the email. Instead, please include a link to where the  
file can be accessed (for example – google drive, vimeo, youtube, soundcloud etc.)  
We will acknowledge receipt of your application.

We are striving to understand more about who applies to work with us. You will also be invited to complete our anonymous equal opportunities monitoring form, which will not be shared with anyone involved in the recruitment process.

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

**Tips for making an application:**

We receive a lot of applications for our programmes. To help make sure your application is the best it can be and gives us the information we’re looking for, we suggest you:

* Contact us on bfinetwork@watershed.co.uk if written applications or recordings are not your thing. Please don’t be afraid to do this. We are really happy to discuss alternatives that would work better for you.
* Refer carefully to the ‘What experience and skills do you need to be considered for this opportunity?‘ section above and give us examples of where you have demonstrated or gained these skills and experiences.
* Be as concise as possible.
* Ask us questions about the role on the email above if you need to.

**Assessment criteria:**

When we assess applications, our panel will use this criteria:

* Does the person applying demonstrate that they have the skills and experience required for this role? (application & interview stage)
* Will this opportunity make a difference to the professional development of the person applying? (interview stage)

Feel free to get in touch if you have any questions.

Best wishes,



**Madeleine Probst – Managing Producer (Film Hub & BFI NETWORK South West)**

E: [maddy@watershed.co.uk](mailto:maddy@watershed.co.uk) T: 0117 9275120

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



**Freelance Brief**

**Freelance Role:**BFI NETWORK Talent Coordinator

**Reporting to:** BFI NETWORK Talent Executives

**Relationships:** BFI NETWORK team; Film Hub South West team; Funded talent

**Location:** To work remotely with access to Watershed, Bristol (up to one day per week if required)

Applications are welcome from those not based in Bristol but note that the fee is inclusive of expenses.

**Fixed fee:** max £12,800 (circa 80 x days work @ £160 per day inclusive of tax and expenses); how you spread the work is flexible and will be discussed further upon appointment.

**Timeframe:** Negotiable ideally starting from June 2022 and finishing by the end of March 2023 at the latest.

**The Brief:**

To co-ordinate pre-production documentation, editorial administration, production oversight and delivery of the South West BFI NETWORK 2022-23 slate of funded short films and early development projects as well as associated talent development activity, working closely with and reporting to the two BFI NETWORK South West Talent Executives.

**Key Responsibilities:**

* Liaise with awarded teams, the regional Talent Executive and BFI to agree on project timelines
* Project tracking and compliance – following up on awarded projects, ensuring adherence to BFI guidelines in relation to the two BFI NETWORK funds.
* Analysing short film production schedules, budgets and risk assessments highlighting any areas of concern to the Talent Executive
* Ensuring the final version of scripts, budgets and production schedules are available to BFI when drawing up Production Finance Agreements.
* Coordinate script/story development support between talent and external script editors when requested by the Talent Executive.
* Coordinate the needs of talent and the diary of the Talent Executive to enable swift editorial feedback to be given on funded projects, including on short film cuts, samples and other material submitted.
* Coordinate talent development activity and resources relating to the slate of funded projects
* Update the Talent Executive on a weekly basis of any developments across the slate
* Support funded talent to deliver large and enhanced access files.
* Organising and archiving deliverables on in-house platforms and other relevant industry platforms.
* Ensuring funded talent submit their finance drawdown requests to the BFI Production Finance team.
* Collating and inputting evaluation data from teams with awarded projects for BFI quarterly reporting.
* Liaising with the Film Hub South West Marketing Coordinator, highlighting worthy topics to be publicly communicated regarding awarded projects.

**Success Indicators:**

* Good working relationships with talent who feel supported and well-informed of their responsibilities

Any foreseeable production challenges are identified early on to help facilitate smooth shoots, and where teams raise issues in relation to production, the Talent Executive is supported to resolve these

Any events delivered are well produced and documented

* Funded talent doesn’t experience delays in editorial feedback and payments
* BFI receive all needed information and documentation for contracting
* The BFI NETWORK team are aware and informed of all relevant challenges and successes of each project in order to refine processes or amplify good news
* There is easy access to an archive of assets and communication related to the slate

**What experience and skills do you need to be considered for this opportunity?**

**Essential:**

* An interest in film and/or other screen based work and knowledge of the new and emerging talent film sector
* Experience of film and/or TV production
* Experience of budgeting, scheduling and risk assessing (ideally in relation to film / TV production)
* A demonstrable knowledge of the deliverables associated with film / screen based content
* A demonstrable commitment to the principles of diversity and inclusion
* A high level of organisational skills with the proven ability to meet deadlines
* An ability to plan in relation to moving timelines and schedule meetings with multiple attendees
* Good attention to detail and common sense
* Excellent communication skills and ability to deal effectively with people at all levels
* Confident IT skills with working knowledge of Excel spreadsheets
* The ability to develop and maintain positive working relationships with talent, contacts, partners, and stakeholders

**Desirable:**

* Experience coordinating events and/or training
* A qualification in COVID Supervising
* An understanding of safeguarding on set for children and adults at risk
* An understanding of the possible legal issues which can arise in film production including those regarding copyright legislation
* An understanding of enhanced access materials in relation to film files

**Watershed Values**

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

Watershed is:

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| --- | --- |
| **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. |

Watershed is striving to be an equal opportunities employer.

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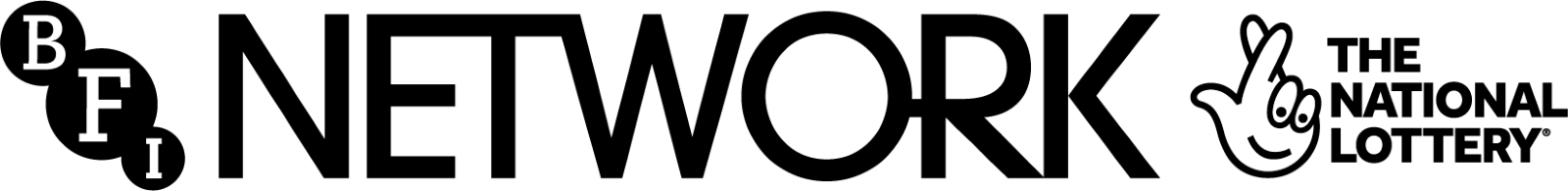
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Watershed is a Social Enterprise Mark Holder. Social Enterprises are businesses whose products and services create both social and environmental benefits.

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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