



BERWICK FILM & MEDIA ARTS FESTIVAL

5 March 2020

Dear Applicant

Recruitment Pack: Associate Programmer

Thank you for your interest in the position of Associate Programmer at Berwick Film & Media Arts Festival (BFMAF).

To apply please complete the online form: [Associate Programmer Application](#)

You will be asked to provide the following documents. Please submit them as PDFs titled in the format 'Full Name_Document':

- A covering letter stating why you wish to apply for this key programming role and how your skills, experience and curatorial interests will develop upon the Festival's potentials. Responses should be no more than 2 sides of A4.
- A CV detailing your relevant skills and experience.
- A single writing sample (review, catalogue entry, blog, short essay).

We also ask you to provide details of two referees, who will be contacted should a job offer be made, and to complete the following [Equal Opportunities Monitoring Form](#).

If you have any questions about the application process please email: hr@bfmaf.org by Monday 23 March and in some cases an informal conversation can be arranged.

The deadline for applications is 9am on Monday 30 March.

Applicants shortlisted for interview will be contacted by 5pm on Friday 3 April. Interviews will take place in person or via skype in the week of Monday 6 April.

Berwick Film & Media Arts Festival welcomes applications from people of colour, individuals from ethnic minority or low-income backgrounds, disabled people, those who identify as LGBTQ+, and all those who are currently underrepresented in our organisation.

My warm thanks for your interest in our Festival and the very best of luck with your application.

Yours sincerely

Peter Taylor
Festival Director

About Berwick Film & Media Arts Festival (BFMAF)

Berwick Film & Media Arts Festival is an artistically ambitious, accessible and inclusive organisation for new cinema and artists' moving image. Based in North Northumberland, the Festival leads through collaboration and research. With a resolute commitment to peer support, artistic production and community development, the Film Festival is recognised for its innovative programming and critical engagement.

BFMAF's annual Berwick New Cinema Competition champions filmmakers who transgress restraints of genre, capital and expectation. The 2019 award winner was Onyeka Igwe for her film *the names have changed, including my own and truths have been altered*. Previous Berwick New Cinema Award winners include Julia Feyrer & Tamara Henderson, Callum Hill, Sky Hopinka and Camillo Restrepo.

Berwick Film & Media Arts Festival's cinema and exhibitions programmes have presented profiles of Kira Muratova (Ukraine), Marwa Arsanios (Berlin/Lebanon), Shireen Seno & John Torres (Philippines), Sky Hopinka (USA), Ali Khamraev (Uzbekistan), Peggy Ahwesh (USA) and Sophia Al-Maria (Qatar/USA). Recent curated programmes have included Animistic Apparatus, Fantastika, An Early Clue to the New Direction: Queer Cinema before Stonewall and Screening the Forest.

Recurring Festival strands include Essential Cinema—a pluralist retrospective series presenting new restorations and a fresh look at classic works of cinema—and Propositions where filmmakers and curators illuminate new perspectives and complications which expand upon our experience of their work. Part screening, part talk or performance, Berwick audiences are invited to dive deep into new cinema.

Berwick Film & Media Arts Festival currently employs 2 full-time, 2 part-time members of staff and one full time paid trainee. It is supported by around 15 colleagues working freelance and 60 volunteers during the festival itself. Year round fundraising, research and artist development work is accompanied by film screenings, events and workshops with a particular emphasis on younger people.

The 16th Berwick Film & Media Arts Festival will take place from Thursday 10 to Sunday 13 September 2020.

BFMAF is an Arts Council England National Portfolio Organisation and a registered charity.

Associate Programmer

Berwick Film & Media Arts Festival (BFMAF) invites applications from experienced film curators and programmers to join its 2020 team.

The Associate Programmer position is a freelance contract and the successful candidate can work remotely.

Fee: £4000

The contract involves the following commitments:

- Contract dates: April 2020 - October 2020.
- Regular engagement with the Festival Director and Programming Team in line with the Festival's deadlines and meeting schedule.
- The Festival will endeavour to schedule meetings during daytime but flexible working is required.
- Attendance at a programming week in Berwick-upon-Tweed during early to mid-July
- Preparation of original texts for the catalogue, programme guide and website in line with pre-established deadlines.
- Attendance at the 16th Berwick Film & Media Arts Festival: 10 – 13 September 2020.
- Lead and participate in film introductions, Q&As and other live speaking events during the Festival itself.

Outside of specific contact meetings, you are able to decide how, when and where you do your work. It is intended that the contract can be managed alongside other employment, with periods of greater intensity between June and August due to programming and catalogue production deadlines. The contract is estimated as a 2-month commitment spread over a period of 6 months.

The majority of work is online and requires easy access to a computer and a fast internet connection.

Additional expenses (travel, accommodation, etc.) will be paid on approved costs and in consultation with festival staff.

Role Purpose

The Associate Programmer at Berwick Film & Media Arts Festival will play an essential part in the preparation and delivery of its Festival Programme. You will be directly involved in selecting, curating, presenting and advocating for filmmakers and artists' work in its September 2020 Festival.

You will join a team led by Festival Director, Peter Taylor, and work closely together with Programmer Herb Shellenberger, two newly appointed early career Programming Fellows and a Publications Editor.

This is an immensely rewarding role for the right candidate. Working for Berwick Film & Media Arts Festival will extend your programming experience, test your knowledge sets and expand upon your international networks. The Festival offers an array of rich contexts in which your work can reach its potential.

Essential tasks include:

- Contribute original research and programming ideas (in the areas of new cinema, artists' moving image and live events) to the Festival.
- Effectively develop and maintain relationship with artists, filmmakers, distributors, archives and funders where necessary.
- View and assess films and artists' works submitted via Berwick Film & Media Arts Festival's open call.
- Participate in programming meetings (by phone, skype and in person).
- Ensure programme information is communicated in a full, regular and timely way to the Festival Team, including use of a Festival content management system (Filmchief) to record titles, research data and viewing assessments.
- Prepare original texts for the catalogue and website in line with a pre-established deadline schedule.
- Support BFMAF communications (in person, via social media, etc).
- Attend a Viewing and Programming Week in early July.
- Attend the whole Festival (10 – 13 September 2020).
- Lead and participate in programme introductions, Q&As and other live speaking events during the Festival itself.
- Participate in Festival evaluation and de-briefs.

Person Specification:

Essential

- Degree in arts related subject or equivalent work experience.
- Strong international networks within and beyond the film festival and visual arts ecology in which BFMAF operates.
- 5+ years of experience in curating new cinema (contemporary and repertory) and artists' moving image in a film festival context or equivalent.
- Excellent written and verbal communication skills with particular experience in writing for publications.
- Public speaking and event hosting experience.
- Experience in negotiating screening rights with sales agents, distributors and archives.
- Proven ability to work well under pressure and prioritise intensely varying workloads.
- Reliability, punctuality and a self-motivated approach to completing work.
- Excellent organisational and inter-personal skills, communicating with tact, sensitivity and diplomacy at all times.
- A deep understanding of and commitment to equal opportunities.

Desirable

- Based within commutable distance of Berwick-upon-Tweed.
- Parallel work commitments as a curator, filmmaker or critic which might support research opportunities at international festivals.
- A strong interest in feature film programming with experience in securing UK premiere titles within a competitive film festival exhibition context.
- Knowledge and experience of Filmchief or equivalent database software.
- Experience working in a small-scale arts organisation.

The Festival welcomes applications from people of colour, individuals from ethnic minority or low-income backgrounds, disabled people, those who identify as LGBTQ+, and all those who are currently underrepresented in its workforce.

To arrange an informal conversation about the role or request further information (prior to the application deadline) please email hr@bfmaf.org.

Equal Opportunities

Berwick Film & Media Arts Festival is committed to continually developing and evaluating its policies to promote Equal Opportunities and the prohibition of unfair or unlawful discrimination in the workplace.

The Festival is a publicly funded organisation and is required to statistically analyse the demographics of our staff, contractors / freelancers, artists, trustees, and volunteers. This is for monitoring purposes only and will be anonymised. Any provided information does not form part of a job application, and is not linked to individual personnel records.

All applicants must complete the equal opportunities monitoring form detailed on page 1 of this recruitment pack.

Data protection

The information you give in your application will be used to create a shortlist for interviews. Any data about you will be held securely with access restricted to those involved in dealing with your application in the recruitment process.

Your application will be kept on file for a maximum of six months and then destroyed in a confidential manner. Any applications received after the closing date will be destroyed immediately.