



BERWICK FILM & MEDIA ARTS FESTIVAL

27 February 2019

Dear Applicant

Recruitment Pack: Festival Manager

Thank you for your interest in the position of Festival Manager at Berwick Film & Media Arts Festival.

To apply, please send the following items in a single email addressed to info@bfmaf.org using the subject line: Festival Manager

- A covering letter stating why you wish to apply for this position and outlining your relevant skills and experience for this role. Please limit your response to no more than 2 sides of A4
- A CV detailing your relevant educational and professional experience
- Details of 2 referees who will only be contacted should a job offer be made
- Please also use the link below to complete the Equal Opportunities Monitoring Form

Application documents must be submitted in PDF format and be received no later than midnight on **Thursday 28 March**. Any applications received after this time will not be considered.

Applicants shortlisted for interview will be contacted by 5pm on Thursday 4 April. Interviews will take place in Berwick on Friday 12 April.

The Festival particularly welcomes applications from women, people of colour, individuals from ethnic minority or low-income backgrounds, disabled people, those who identify as LGBTQ+, and who are currently under represented in senior management roles in the UK's cinema and visual arts sectors.

If you would like to have an informal conversation about the role, please contact me on peter@bfmaf.org

Yours sincerely

Peter Taylor
Festival Director

Festival Manager

JOB TITLE: Festival Manager

EMPLOYER: Berwick Film & Media Arts Festival

PLACE OF EMPLOYMENT: Berwick Film & Media Arts Festival, The Maltings, Eastern Lane, Berwick upon Tweed, TD15 1AJ

REPORTS TO: Festival Director

RESPONSIBLE FOR: Freelance Staff

WORKING HOURS: 40 hours a week (some evening and weekend work will be necessary which will be compensated with time off in lieu)

CONTRACT: Full time, permanent, with 3-month probation period

START DATE: From late April/early May 2019

SALARY: £25,000

About Berwick Film & Media Arts Festival

Berwick Film & Media Arts Festival (BFMAF) is one of the UK's leading festivals for new cinema and artists' moving image. Based in England's most northerly town, the Festival is a dynamic forum where fresh artistic voices develop and audiences hungry for complex and challenging art are nurtured.

Increasingly recognised for its innovative programme and critical engagement, BFMAF presents artists' and filmmakers' work in the cinema as well as expanded formats of exhibition and performance.

Taking place annually since 2005, BFMAF will present its 15th edition from Thursday 19 to Sunday 22 September 2019.

In recent years, BFMAF has supported the production of new work by artists and filmmakers including Seamus Harahan, Ben Russell, Margaret Salmon, Luke Fowler and CIRCA Projects. Working in collaboration with Berwick Visual Art through commissions and residency programmes, BFMAF has also supported Lucy Clout, Charlotte Prodger, Hardeep Pandhal and Lucy Parker to produce new moving image works and exhibitions.

In its cinema and exhibitions programme, BFMAF has presented profiles of Shireen Seno & John Torres (Philippines), Sky Hopinka (USA), Ali Khamraev (Uzbekistan), Peggy Ahwesh (USA) and Sophia Al-Maria (Qatar/USA). Recent film programmes include *An Early Clue to the New Direction: Queer Cinema before Stonewall* which had its first European screening in Berwick following its premiere at the Lincoln Centre, New York; *Screening the Forest*, a programme of films from South East Asia

that took nature as their point of departure, and *Ultramarine: the Sea as Political Space*.

BFMAF hosts the Berwick New Cinema Award, an annual competition that celebrates new work by filmmakers whose works transgress restraints of genre, capital and expectation. Recent winners include Tamara Henderson, Callum Hill, Sky Hopinka and Camillo Restrepo.

BFMAF 2018 featured UK premieres from filmmakers and artists including Hu Bo, Benjamin Crotty, Kevin Jerome Everson, Beatrice Gibson, Adam Khalil & Bayley Sweitzer, Carolyn Lazard, Agnieszka Polska, Morgan Quaintance, Patrick Staff, Soda_Jerk and Helena Wittmann.

BFMAF offers programmes for children and young people including animation workshops in schools, a festival drop-in beanbag cinema and more recently, a programme of activity including filmmaking and an exhibition with Berwick Youth Project (in collaboration with Berwick Visual Arts).

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

Berwick-upon-Tweed

Located in North Northumberland on the English Border with Scotland, Berwick is well known for its Elizabethan walls, three iconic bridges, thriving culture scene, wildlife and beaches. The town is served by the east coast main line from London and is 45 minutes by train from both Edinburgh and Newcastle.

Role

The role of Festival Manager at Berwick Film & Media Arts Festival (BFMAF) is a key senior position that works closely with the Festival Director to plan the day-to-day operations, festival delivery and long-term development of the organisation.

For the right candidate, this is an immensely rewarding role, with the opportunity to work with a small, dedicated team to deliver an exceptional festival that engages communities in Berwick as well as those who travel from across the UK and internationally.

This is a particularly exciting time to join BFMAF, which recently achieved an increase in Arts Council England National Portfolio Organisation funding (2018-22), with plans to expand the organisation and its activity. Current focuses include how the Festival further nurtures artists and filmmakers' professional development, and matures and implements models of collaborative working.

For a strategic thinker, with good practical experience, this is an exceptional opportunity to help shape one of the most dynamic festivals in the UK.

Principle Tasks

Festival Delivery

- To ensure the production and delivery of Berwick Film & Media Arts Festival according to agreed budgets and timetables
- Support the Festival Director in the delivery of the Festival and its programmes
- Support the Director in the development of new commissions with artists and filmmakers
- Manage the Festival's year-round events and activities
- Work with cinema venue, exhibition and events locations to ensure safe and effective delivery of BFMAF's programme and projects

Marketing and Communications

- Plan, manage and deliver BFMAF's marketing PR and communications strategy in consultation with the Festival Director
- Manage the coordination, production and distribution of marketing materials

Participation & Engagement

- Work with the Festival Director to plan BFMAF's participation and engagement strategy including programmes for children and young people
- Work with the Festival Director to identify freelance staff and artists to support the delivery of programmes for children and young people

Management

- Take responsibility for the day-to-day management of the Festival and its staff
- Work with colleagues to recruit, contract and manage payroll and freelance staff
- Work with Festival Director and Festival Administrator on budget planning
- Draft funding applications to public bodies, trusts and foundations, and pursue other appropriate funding opportunities
- With Festival Director, ensure compliance with main funders, and complete funding and evaluation reports and processes
- Prepare, attend and participate in Festival board meetings
- Ensure appropriate frameworks and processes are maintained and updated for Festival evaluation to be undertaken, and that the Festival has effective methods for capturing and processing data for all areas of reporting

Other

- Build relationships locally, nationally and internationally for the Festival, which will contribute to its on-going success
- Keep up-to-date with developments in the arts and education sectors, and stay informed about best practice in organisational and talent development
- Contribute to BFMAF's understanding of equality, diversity, and sustainability ensuring that relevant policies and procedures are regularly evaluated and improved
- Undertake additional tasks as may reasonably be required

Person Specification

Criteria	Essential	Evidence
Education, qualifications and training: essential	Degree in arts related subject or equivalent work experience	Application
Experience: essential	<p>2 years' experience in a comparable role</p> <p>Demonstrable experience of and interest in film and/or arts festival management with a good understanding of the film and visual arts contexts in which BFMAF operates</p> <p>Demonstrable experience of successful fundraising from public bodies, trusts and foundations and other funding opportunities</p> <p>Experience of devising and managing budgets</p> <p>Experience of reporting to partners and funders, ensuring that the relevant evaluation mechanisms are in place</p> <p>Experience of planning and managing marketing and communications campaigns</p> <p>Some experience of recruitment and team management</p> <p>Good understanding of and commitment to equal opportunities</p> <p>Highly motivated creative thinker, well-organised and with exceptional attention to detail</p> <p>Excellent written and verbal communication skills</p> <p>Proven ability to work well under pressure</p>	<p>Application</p> <p>Application / Interview</p>

	Self-motivated approach to working and excellent inter-personal skills	
Education, qualifications and training: desirable	Postgraduate degree in a relevant area	Application
Experience: desirable	Experience of working in a small-scale arts organisation	Application
	Experience in devising projects for children and young people	Application / Interview
	Commitment to artists and filmmakers' professional development	Application
	An interest in developing projects collaboratively with others	Application
	Experience of managing websites and cloud services (Mail Chimp, Google Suite, Festival Management Systems)	Application
	Driving license	Application

Equal Opportunities Monitoring Form

Berwick Film & Media Arts Festival is an Equal Opportunities Employer and welcomes applications from all sections of the community irrespective of age, disability, gender, sexual orientation, marital or civil partnership status, race, or religion.

Berwick Film & Media Arts 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 and any information provided does not form part of a job application, and is not linked to individual personnel records. All data is separated and anonymised.

All applicants must complete the equal opportunities monitoring form here: <https://bit.ly/2INckSO>

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.