**Film Hub Scotland Manager:**

**September 2024**



**Information for applicants:**

September 2024

Dear Applicant,

Thank you for your interest in the post of Film Hub Scotland Manager at Glasgow Film.

In this pack, you will find some background information about Glasgow Film, along with more detailed information about the role, a job description, a person specification, and broad terms and conditions.

If you would like to apply for the post, please complete the application form and the equal opportunities monitoring form. Please refer to the job description and person specification in your application, telling us why you are interested and what skills and experience you would bring to the role.

Please note that, in line with our environmental policy, we are only handling applications electronically. The closing date is **Wednesday 16 October 2024 at 10am. We hope to interview candidates on 23 October.**

We look forward to hearing from you and thank you again for your interest.

Best wishes,

Allison Gardner



CEO/Glasgow Film Festival Director

**About Glasgow Film**

Our vision for Glasgow Film is an inclusive, collaborative space where audiences and communities can nurture their passion for cinema and film and be empowered through participation in our programmes. Everyone is welcome and everyone is included. This is ‘Cinema For All’.

Our mission is to provide 'Cinema For All'. We exist to celebrate the magic of film and nurture excellent independent cinema from across the globe. To do this we provide high-quality programmes of curated screenings, festivals, events and industry opportunities; we empower our communities to participate through education and outreach initiatives; and we develop sector leading equalities initiatives to ensure cinema is accessible, safe and welcoming for the widest possible audience.

**Our values are:**

Community

This means that we will value, nurture and grow the Glasgow Film community of film fans, staff, supporters, industry and young people. We will have a positive impact in our community and build meaningful relationships with local people and local organisations as well as national and international networks. We will prioritise equality of access and work to tackle the consequences of systemic racism and inequalities that negatively impact the screen sector and fair access to the arts and culture.

Authenticity

This means we are genuine, honest and transparent with our audiences, our stakeholders and with each other as colleagues. We will behave ethically, with purpose, mindfulness and integrity in our everyday activities. We will celebrate our important history and strong identity.  We know who we are, and our mission and purpose is clear.

Sustainability

This means we will future proof Glasgow Film for future generations through strong governance, expanding the diversity of our communities and reducing our carbon impact.  We will continue to learn how to work more sustainably and imbed good environmental practices across all areas of our organisation.

Glasgow Film is:

**Glasgow Film Theatre**

GFT has been leading the way in specialised cinema for over 50 years. Our three screens show 100% specialised titles, first run world and independent cinema, artists’ experimental work, issue based programmes, thematic seasons, repertory programmes, Scottish produced work, festivals, and a programme of event cinema and live broadcast.

We provide an independent film programme for diverse audiences, including specific community engagement and equalities driven initiatives. These initiatives include our flagship programmes Visible Cinema (D/deaf and hard of hearing audiences), Movie Memories (Dementia friendly) and Access Film Club (Autism friendly).

GFT thrives in a highly competitive Glasgow market for cinema by providing a clearly differentiated experience and programme.

**Glasgow Film Festival**

Glasgow Film Festival is dedicated to presenting the best new Scottish and international film, including feature films, specially commissioned work and special events. Our approach is 'up close and personal' where audiences and creative industry practitioners get the opportunity to meet filmmakers from around the world. We are passionate about cross sector collaborations and partnerships and our unique ‘pop-up cinema’ events are a model of innovative programming in their exciting use of different, vibrant venues across the city.

Our Industry Focus programme is at the heart of the festival, creating a bustling hub of activity for emerging and developing screen practitioners. This is where we forge connections, share fresh new thinking and nurture diverse filmmakers of tomorrow.

**Glasgow Film Learning and Youth Opportunities**

Glasgow Film works collaboratively with young people, teachers, our fellow film education organisations to provide a fun and relevant programme for ages 5-25. The programme includes free Saturday screenings for families all the way through to access the industry events. Glasgow Film Youth Board is made up of young people who have graduated from one of our programmes who curate our year-round programme of free monthly Youth Screenings. Glasgow Film is also the home to Glasgow Youth Film Festival where each year young people aged 15-19 co-curate the three-day festival.

By working with a range of outreach and recruitment partners we aim to ensure that young people from all backgrounds can access our opportunities.

**Film Hub Scotland**

Film Hub Scotland, part of the BFI’s Film Audience Network and is one of the eight Hubs across the UK with the aim of extending film choice, increasing audiences, and enhancing opportunities for audiences across Scotland to deepen their relationship with film.

**Equity, Diversity and Inclusion at Glasgow Film**

Glasgow Films’ commitment to equity, diversity and inclusion is clearly stated in our vision: Cinema For All. We have a proud history and track record of diverse programming, equalities driven partnership working and developing sector leading equalities initiatives (particularly for disabled audiences). Our flagship initiatives are informed by the views of those with lived experience.

We believe in and champion the progression of Article 27 of the Universal Declaration of Human Rights: that “everyone has the right to freely participate in the cultural life of the community, to enjoy the arts [...] and its benefits.” However, significant inequalities continue to exist in accessing, participating in and working in the arts and screen sectors which are symptomatic of wider societal inequalities. Glasgow Film understands that discrimination and inequality affect people in complex ways.

During our Anti-Racism Audit, we learned more about what we need to do to embed a more actively anti-racist and intersectional approach to all of our work; both internally (with staff and volunteers) and externally (with audiences and participants). We know that we still have a lot of work to do and our new Equalities and Anti-Racism Strategy (led by the Executive) will guide us as we drive forward these changes. Our Community Engagement activities play an important part in the success of our new strategy.

Information on our community engagement and flagship equalities initiatives can be found [here](https://www.glasgowfilm.org/community).

Glasgow Film’s original commitments in response to Black Lives Matter can be read [here.](https://www.glasgowfilm.org/updates-on-black-lives-matter-commitments)

Glasgow Film has an Equity, Diversity and Inclusion strategic plan and all departments must track and report on their progress.

Glasgow Film organises annual equalities training for staff and volunteers.

Glasgow Film has a Staff and Volunteers Diversity Committee which meets quarterly.

**JOB DESCRIPTION**

Employer: The Glasgow Film Theatre

Salary: £37080 per annum pro rata

Term: Full-time contract (37 hours per week)

Contract: 17 months\*

Hours: Full time - 37 hours per week on average and as necessary to fulfil the scope of responsibilities within the post. This may involve some weekend and evening work.

Place of Work: 12 Rose Street, Glasgow with travel across the UK an essential requirement

Holidays: 23 days per year plus 8 currently recognised bank/public holidays.

Notice Period: During probation 1 week, after confirmation of post 1 month for both employer and employee.

Pension: This position will be part of Glasgow Film’s auto enrolment pension plan.

Right to work: The successful applicant will be required to provide documentation under the Immigration, Asylum and Nationality Act 2006.

References: Offers of employment are subject to the receipt of references that are satisfactory to Glasgow Film.

Other benefits:        Staff membership benefits (subject to availability): free and reduced priced tickets to Glasgow Film screenings; access to staff screenings; staff rates for hot drinks in café; employee assistance programme; discounted (optional) membership at Hilton DoubleTree Gym and Pool.

Glasgow Film is an Equal Opportunities Employer and as such positions will be offered to the candidate with the required skills for the post and without consideration to a candidate’s race, colour, ethnic origin, nationality, national origin, religion or belief, sex, sexual orientation, gender reassignment age, marital or civil partnership status or disability.

*\*Glasgow Film is currently midway through its 3-year agreement with the BFI and Screen Scotland to deliver the Hub and has funding for delivery until 31 March 2026. We anticipate there to be continuation of Hub functions past this date but that is subject to the timelines and processes that will be laid out by the BFI and Screen Scotland over the next year.*

**Overview:**

Film Hub Scotland (FHS) is part of the BFI Film Audience Network (FAN); a unique collaboration of eight Film Hubs supported by National Lottery Funding from the BFI and managed by leading film organisations and venues strategically placed around the UK. Established in 2012, it now has over 1,200 members across the UK, including cinemas, festivals, multi-arts venues, community cinemas and film archives, and is at the heart of the BFI’s strategy to build larger and more diverse audiences for UK and international film and a thriving cinema exhibition sector.

FHS is also supported by Screen Scotland and is a centre of expertise and support that connects cinemas, festivals and creative practitioners so that people can access a broader range of cinema. FHS uses local knowledge and relationships to deliver responsive support to develop the confidence, ambition and reach of film exhibitors across Scotland.

We have built an extensive network of over 230+ members in Scotland. We are free to join and offer a range of benefits such as access to funding, training, resources, programmes and networking opportunities UK-wide through FHS and our partner Film Hubs.

In addition, BFI FAN runs UK-wide initiatives to strengthen the exhibition sector and grow audiences for independent cinema all over the UK. These include UK wide programming opportunities in partnership with the BFI that FAN members can get involved in, such as the Art of Action season, and training to develop the sector workforce.

FHS is cross-FAN Champion for EDI, with a particular focus on developing Deaf and Disabled audiences, and we produce resources and webinars to support this priority area.

FHS is currently operating a Spotlight project developing new film exhibitors in the Moray Firth area and encouraging venues across this area to widen their selection of films for audiences.

BFI FAN also collaborates with a wide-range of partners including Into Film, Independent Cinema Office and Cinema For All.

**Purpose:**

Reporting to and working closely with CEO of Glasgow Film, the BFI FAN Film Hub Lead Organisation, the **Film Hub Scotland Manager** will be responsible for the strategic planning and delivery of Film Hub Scotland’s wide-ranging programme of support for Hub members in Scotland.

You will be the key point of liaison between Glasgow Film, BFI, Screen Scotland, Hubs across UK and other partners and stakeholders ensuring that they are consulted about and included in strategic development where appropriate.

The Film Hub Scotland Manager is responsible for managing all aspects of the Film Hub plan and is the lead representative in Scotland. You will be responsible for advanced project and budget management and stakeholder liaison. The post holder will manage the Film Hub Scotland team consisting of three Coordinators; the Knowledge & Network Coordinator and Programme & Marketing Coordinator who deliver the core Hub activity in Scotland, and the Spotlight Coordinator, based in Inverness. Film Hub Scotland is also funded by Screen Scotland’s Education department for the Education in Cinema programme and we are working with a freelancer to deliver this project. Freelancers also support our EDI Champion work and New Producers project.

**Person:**

Applications are encouragedfrom a highly-motivated, focused, organised individual with excellent organisational skills who is able to work strategically across a number of concurrent projects and manage multiple workstreams at any one time. You will have an excellent knowledge of the Scottish and UK exhibition sectors. You will be comfortable leading a committed and passionate team and managing relationships with key partners, funders and stakeholders. The ability to plan, prioritise and manage a diverse programme of work, and to deliver planned outcomes to competing agendas and deadlines is essential, with the flexibility needed to respond to new demands as they arise.

**Duties and Responsibilities:**

Summary of duties:

* Lead the strategic development of Film Hub Scotland, working internally with Glasgow Film’s CEO and other key staff, and externally with national funding bodies, delivery partners, members, stakeholders and sector organisations.
* Understand and translate screen sector public policy into effective, impactful, long-term activity providing vital support for over 200 Scottish film exhibitors and the UK-wide sector.
* Deliver Film Hub Scotland’s wide-reaching programme of support and advice supporting members across Scotland and Hub members from across the UK to reach shared audience development and growth outcomes.
* Understand the varied socio-geographic context of our members in Scotland and create models of support that address local and national priorities and needs including support for key venues and regional networks.
* Ensure measures are in place to address inequality and promote diversity and inclusion within the sector; including support for access measures, creating opportunities for underserved audiences and development initiatives to increase the number of exhibition professionals who have previously been marginalised from working in the sector.
* Use an intelligence-led, applicant-centred design approach that identifies and addresses gaps in the sector.
* Work with distributors and producers to promote new Scottish film, creating opportunities to showcase new work and to build strong connections between the production, distribution and exhibition sectors at key Scottish festivals and touring opportunities.
* Work in partnership with key organisations in Scotland and across the UK; with Regional Screen Scotland on addressing geographic gaps in provision, with Hub colleagues on a range of professional development initiatives including National Training, with sector organisations such as the UKCA Disability Working Group.
* Work closely with NLS Moving Image Archive to celebrate Scotland’s screen heritage through touring programmes.
* Lead the BFI FAN Champion EDI work, particularly focussing on providing resources, training and advocacy to support exhibitors to welcome Deaf and Disabled audiences.
* Lead Spotlight project focussed on developing cinema audiences in the Moray Firth area; developing new community cinema groups and working with established venues to widen the choice of films available to audiences.
* As part of Glasgow Film’s Senior Management Team (and in consultation with key funders, partners and advisors) design, deliver, monitor and report on short, medium and long-term strategic plans.
* Manage staffing, assets, information and systems
* Budget management and fundraising, secure continuing investment into the film exhibition sector in Scotland from key funders and sponsors where appropriate.
* Support Film Hub Scotland staff by providing clearly defined roles and workflows, and manage a committed team, identifying, nurturing and using their strengths to deliver against clear outcomes.

**Skills and experience**

* Substantial experience of writing strategic plans and fundraising applications
* Knowledge of the film exhibition sector, and Scottish and UK film policy
* Knowledge of administering public funding
* Experience of coordinating and delivering events within the cultural sector
* Budget management
* Excellent coordination, evaluation and reporting experience
* Excellent verbal and written communication skills, with the ability to engage with a wide range of stakeholders
* Excellent administrative skills
* Experience of report writing, demonstrating clear communication style, ability to digest, interpret and share data
* Experience of planning and delivering training events
* Knowledge of EDI policy and initiatives related to film exhibition
* Ability to work collaboratively and build positive working relationships with funders, partners and members
* Ability to plan, prioritise and manage a diverse programme of work, meeting multiple aims and outcomes
* Good general ICT literacy

**Personal qualities**

* Highly organised and self-motivated
* Ability to inspire and negotiate
* A flexible and positive approach to work
* Ability to work well under pressure
* A demonstrable commitment to equality, equity, diversity and inclusion
* A keen interest in film

**Responsibilities of all Staff Members**

1. To be aware of the work of other departments in the achievement of Glasgow Film’s strategic aims and objectives.
2. To be aware of, and comply with, all rules and legislation pertaining to Health and Safety at work.
3. To work in accordance with Glasgow Film’s Equal Opportunities Policy.
4. To take an active part in communicating and co-operating with other staff and other departments.
5. To follow approved guidelines, policies and procedures established by the organisation in relation to financial management and personnel records.
6. To take part in such working groups and committees or sub-committees as may be necessary for the proper fulfilment of the organisation’s strategic aims and objectives.
7. To support the organisation in improving carbon reduction initiatives and implementing our environmental policy.
8. Glasgow Film strives to be an Equal Opportunity organisation.

**PERSON SPECIFICATION:**

**Film Hub Scotland Manager**

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| **KNOWLEDGE** | **ESSENTIAL €/ DESIRABLE (D)** |
| Demonstrable knowledge of the film exhibition sector, and Scottish and UK film policy | E |
| An understanding of and commitment to equal opportunities and to making the arts accessible to all | E |
| An understanding of environmental and sustainability issues and commitment to assisting the sector in reducing its carbon footprint | D |
| Knowledge of administering public funding | D |
| **EXPERIENCE** | |
| Substantial experience of writing strategic plans and fundraising applications | E |
| Substantial experience of developing and delivering cultural strategy | E |
| Desiging and implimenting open and/or targeted activities and initatives | E |
| Excellent relationship management and experience of working with multiple stakeholders | E |
| Sound competency and experience of financial management and an ability to write clear reports for senior management, partners and stakeholders | E |
| Experience of managing, support and driving the development of others | E |
| Excellent research, evaluation and reporting experience | E |
| **SKILLS AND ABILITIES** | |
| Ability to communicate effectively, clearly, concisely and to a variety of target audiences | E |
| Ability to handle difficult or stressful situations calmly and sensitively | E |
| Ability to efficiently manage workload and prioritise as appropriate to meet targets and deadlines | E |
| Excellent interpersonal skills | E |
| Ability to work under pressure | E |
| Ability to work well with internal and external colleagues, collaboratively and in a team-oriented way | E |
| Ability to work flexibly, in the evenings and at weekends as necessary | E |
| Excellent verbal and written skills | E |
| Keen attention to detail | E |
| Strong problem solving ability | E |