



**Job Description:** Film Academy Hub Lead (BFI Film Academy Hub – East Midlands)

**Location:** Based at Broadway Cinema, Nottingham.  
Hybrid working arrangements available.

**Annual Salary:** £30,000

**Contract Type:** Fixed Term to 31 March 2029

**Weekly Hours:** 37.5

**Appointment Subject to an Enhanced DBS Check.**

**Overview**

We are seeking a Lead for the Film Academy Hub for the East Midlands region. This is part of a British Film Institute UK-wide programme for underrepresented young people, aged 16-25, hoping to start a career in the screen industries, with a particular focus on below-the-line screen industry occupations.

The Film Academy Hub will play a vital role as a central point for participants, offering careers advice, technical training and personalised guidance to help them build sustainable careers in the sector. It will support participants to progress into further training, shadowing, employment, specialist courses and wider industry opportunities.

The Film Academy Hub Lead role will act as a regional point of contact and advocate for young people seeking careers in the screen industries across the East Midlands. They will be responsible for ensuring that young people aged 16-25 take their first step into the professional screen industry by providing an engaging programme of year-round training.

The role will include working with partners delivering short introductory courses for young people and providing regular events and activity with partners throughout the Midlands. The postholder will also work with an Alumni Coordinator who will be responsible for 1-1 and other support for BFI Film Academy alumni.

Because this role involves significant unsupervised contact with young people aged 16–18 and adults at risk up to age 25, the successful candidate must demonstrate a commitment to UK safeguarding best practices.

**Key Responsibilities**

**Activity and Delivery**

- Plan a year-round programme of activity that engages young people and develops their skills and knowledge in ‘below-the-line\*’ roles (e.g. camera, sound, lighting, editing, art department), responding to the specificities of the East Midlands region

- Oversee the provision of BFI Film Academy introductory courses that give young people aged 16-19 an overview of the film industry including production roles, screen heritage, exhibition and distribution
- Initiate a free membership scheme that young people can sign up to giving them access to year-round activities - and develop engagement plans to enable the broadest of local young people to participate
- Recruit, brief and oversee freelance practitioners and delivery partners to ensure activities are high quality and provide strong vocational outcomes for young people aged 16-25
- Develop practical approaches to reducing barriers to participation including travel support, access support, hybrid/online activity and targeted outreach

### **Partnerships**

- Develop partnerships with schools, colleges, youth clubs and other organisations to engage young people who are currently under-represented in the film industry in the Film Academy Hub programme
- Coordinate delivery of training activity across multiple East Midlands partners and locations
- Work with partners across the East Midlands to ensure that introductory courses are delivered on budget to BFI requirements and meet relevant KPIs
- Work with the Alumni Coordinator to identify placements and shadowing opportunities for young people in the screen industries
- Liaise with BFI Specialist Course providers to ensure that there are viable opportunities for young people from the East Midlands to access further specialist training

### **Finance, Data & Reporting**

- Manage the budget for the Film Academy Hub, liaising with Broadway's Finance Manager, and providing regular financial reports to Broadway and BFI as required
- Use data to set realistic targets for all aspects of the programme that meet the minimum requirements as outlined by BFI
- Use participant feedback and evaluation data to continuously improve programme delivery and outcomes
- Ensure that the monitoring and reporting of the project is completed according to the BFI Film Academy Hub requirements and timeline

- Apply environmental sustainability principles and practice to the programme. Collect environmental impact data on the programme and provide reporting as required by BFI

### **Safeguarding**

- Overall responsibility for safeguarding of participants in the Film Academy Hub programme including child protection, risk assessment and care, taking into account online as well as in-person activities. This will require working with delivery partners to ensure that safeguarding policies and procedures meet requirements

### **General Requirements**

- Regular travel across the East Midlands required
- Occasional evening/weekend work required

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### **Person Specification: Knowledge & Requirements**

#### **Skills & Experience:**

- Proven experience of managing creative or educational projects with multiple delivery partners
- Experience of work with young people in the cultural and creative industries
- Experience of setting and managing project budgets and providing financial reporting for external funders
- Exceptional interpersonal and communication skills, with the ability to engage and support young people from Black and Global Majority backgrounds, those with a disability, those from low-income backgrounds, those from identified opportunity areas and young people identified as NEET (Not in Education, Employment or Training).
- Proficiency in collating, analysing and reporting on data including participant data

#### **Knowledge & Understanding**

- A detailed understanding of the range of roles in the screen industries with a particular emphasis on 'below-the-line' roles (e.g. camera, sound, lighting, editing, art department).
- An understanding of how to build and maintain partnerships with stakeholders and delivery partners
- Understanding of the East Midlands and the specific barriers faced by young people accessing the creative industries in the region
- A knowledge of equity, diversity, and inclusion best practices and how to apply them to recruitment and retention of young people

- A thorough understanding of UK safeguarding law (Children Act/Working Together to Safeguard Children) and operational practice as it applies to both in-person and digital/online delivery
- An understanding of environmental sustainability principles and practices in relation to the screen industry

### **Personal Attributes**

- A genuine passion for working with young people including young people from under-represented backgrounds in the screen industry.
- A pro-active approach to problem-solving, showing initiative and addressing challenges
- An ability to work autonomously and also be an effective team player.

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### **Safeguarding Statement**

Broadway is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. This role involves 'regulated activity' and is exempt from the Rehabilitation of Offenders Act 1974.

\* Below-the-line refers to the technical crew and craftspeople such as cinematographers, gaffers, set decorators, costume designers, editors, sound mixers and production assistants. These roles act as the "engine room" of production.