



London's Screen Archives Manager

Salary range: £33,000-£36,000

Contract: 3-5 days per week

Responsible to: Head of Film Promotion & Culture

JOB DETAILS

Film London is the capital's screen industries agency. We connect ideas, talent and finance to develop a pioneering creative culture in the city that delivers success in film, television, animation, games and beyond.

We work to sustain, promote and develop London as a global content production hub, support the development of the city's new and emerging filmmaking talent and invest in a diverse and rich film culture. Funded by the Mayor of London and the National Lottery through the BFI, we also receive support from Arts Council England and Creative Skillset. Film London also has a national remit, the British Film Commission.

The London's Screen Archives Manager will be a crucial member of Film London's Film Promotion & Culture department. They will be responsible for developing and championing projects that contribute to the preservation of and access to screen heritage material relating to London and its diverse communities. They will manage London's Screen Archives (LSA), delivered by Film London, and will be responsible for driving forward this initiative and the development and delivery of its strategy.

Working across the LSA network the post holder will work to successfully deliver the final phase of a three year project funded by the Heritage Lottery Fund, 'London - A Bigger Picture', focusing on the moving image history of 15 outer London boroughs, engaging with local communities to inspire interest and ownership of their local screen heritage.

The post holder will also manage Film London's BFI-funded screen heritage projects, working to digitise short non-fiction films drawn from local borough archives and other LSA Partner collections.

A key responsibility for the post holder will be to exploring business development opportunities, including fundraising and securing appropriate project funds and will develop, write and submit bids to access new sources of funding for Film London screen heritage projects.

The London's Screen Archives Manager will report to the Head of Film Promotion & Culture who in turn reports to the Chief Executive. They will manage a small focused team of four members of staff.

KEY RESPONSIBILITIES

Strategic Planning & Development of New Projects

- Manage the London's Screen Archives (LSA) network representing c.80 collections in London, servicing the membership and the requirements of the network.
- Working closely with the Chair of the LSA to develop the LSA and deliver LSA's next five year strategy.
- Develop and sustain the organisational capabilities of the LSA network.
- Facilitate the co-ordination of the LSA network, its meetings and joint activity.
- A key priority is the ability to identify and investigate opportunities for fundraising (working with Film London's Sponsorship Manager) and project funding and develop project applications to sustain and increase Film London's delivery across the sector.
- Represent Film London and the LSA externally, with a focus on developing and maintaining major strategic partnerships with key public organisations and stakeholders in London and across the UK, contributing to the ongoing development of both a regional and national film heritage strategy.
- Work with colleagues to develop business plans and policy documents for Film London's screen heritage work.
- Research new private and public partnerships for the delivery of Film London's screen heritage projects.
- Provide advice and advocacy for the regional screen heritage sector; programming or contributing to screenings and events; assisting researchers; and seeking new opportunities to develop film heritage provision in London.
- Liaise with regional, national and international bodies sharing information and good practice on the sector.

London - A Bigger Picture

- To manage the successful delivery of 'London: A Bigger Picture', being responsible for the completion of the project on time, on budget, and to the satisfaction of all stakeholders (including funders and delivery partners).
- To manage the contract and relationship between Film London and HLF, and provide ongoing liaison between the HLF managers, Film London and the LSA network.
- To appoint such specialist consultants as are required by the project, ensuring that the necessary expertise is in place to achieve outcomes on time and to the highest possible standards.
- To represent London's Screen Archives and the work of this project at regional and national level.
- To work with the Film London communications team to deliver a strong communications strategy for the project, maximising the impact of this work within the sector and with the general public.
- To explore opportunities for further HLF funding to continue delivering on specific aspects / key outcomes of the project.

Delivery of Additional Screen Heritage Activity

- To manage the completion of Film London's BFI-funded Unlocking Film Heritage project, working to digitise short non-fiction films drawn from local borough archives and the BFI collection.
- To maximise activity from across Film London's departments, particularly ensuring collaboration between the organisation's audience development and screen heritage activity.

Management and Budgetary Responsibilities

- To manage a small, focused team of staff and freelancers and to support ongoing Film London screen heritage activity and administration of London's Screen Archives.
- To manage appropriate expenditure and budgets.
- To be responsible for screen heritage reporting and monitoring requirements and to ensure compliance with all funding requirements.

General

- To operate at all times within the agency's Equal Opportunities policy.

- Participating as required in cross-agency teams considering issues general to the range of the agency's work.
- Any other related duties as may be reasonably expected.

ESSENTIAL EXPERIENCE AND PERSONAL QUALITIES

Essential:

Extensive experience of project management.

Proven ability to simultaneously manage a range of projects, budgets, staff and stakeholders to deliver required outcomes.

Experience and understanding of the complexity of public funding structures, its challenges and constraints.

Evidence of successful completion and delivery of projects to time and on budget.

Excellent knowledge of the screen heritage funding landscape and key partner organisations, regional and national.

Sound knowledge of the museums, libraries, archives, film and media sectors.

Deep understanding of the processes of film archiving across the spectrum of work from preservation to access.

Strong understanding of copyright issues as related to the moving image in the UK.

Good curatorial skills. Proven ability to deliver audiences, preferably for archive work.

Proven leadership/managerial track record, inspiring confidence in both team members and senior colleagues in your ability to lead in the best interests of the organisation.

Excellent people skills, with a proven ability to negotiate at high level. Entrepreneurial and persuasive, with an ability to inspire and enthuse.

Exceptional team working skills and a track record of working, openly, collaboratively and collegiately with colleagues at all levels and with stakeholders.

Excellent communication skills, written and oral, with a firm grasp of PR.

Excellent administration skills.

Ability to prioritise complex workload, manage time and work to deadlines.

Strong IT skills particularly in Microsoft Word, Excel and Outlook.

Desirable:

A qualification in audio-visual archiving or related subject and/or equivalent experience in the film heritage sector.

Editorial experience.

Knowledge of Microsoft Access.

Knowledge of London.

KEY TERMS AND CONDITIONS

Place of work

Film London's offices are at The Arts Building, Morris Place, Finsbury Park, London N4 3JG. Travel around London may be required. Costs for travel required by work will be reimbursed.

Hours and workload

Time off in lieu will be possible in respect of hours worked over the standard week of 40 hours (inclusive of lunch breaks). Time off in lieu will not be allowed to accrue across leave years. Occasional work on weekends and / or evenings may be required.

Holidays

All staff will be entitled to 25 days paid holiday in addition to public and bank holidays in each leave year (April 1st to March 31st). Not more than 5 days unused holiday entitlement will be rolled into subsequent years unless at the express authorisation of the Board and no payment will be made for unused leave.

Notice

The termination of the post will be subject to two calendar months notice on either side.

APPLYING FOR THE POST

For further details and an application form go to www.filmlondon.org.uk/vacancies. Please post completed forms to Personnel, Film London, The Arts Building, Morris Place, Finsbury Park, London N4 3JG or email them to jobs@filmlondon.org.uk

Closing date for applications: 5pm Wednesday 11th January 2017.

It is the policy of Film London to promote and integrate equality of opportunity into all aspects of its business, including its appointment of staff. We wish to ensure that Film London reflects the diversity of the communities in which it works. We welcome applications from groups currently under-represented including Black, Asian and Chinese and other ethnic minority groups, and disabled people.