

## Learning Production, Careers and Filmmaking Manager

<b>Location:</b>	<b>Currently 100% home-based due to prevailing pandemic conditions, on a permanent basis the post will be undertaken through home- and office-based working</b>
<b>Department:</b>	<b>Programme Delivery &amp; Learning</b>
<b>Hours:</b>	<b>Full Time (5 days a week)</b>
<b>Salary:</b>	<b>£35.5k - £39k</b>
<b>Reports to:</b>	<b>Head of Learning</b>

### About Into Film

Into Film is an education charity that puts film at the heart of children and young people's educational, cultural and personal development.

Over half of UK schools engage with our programme of film clubs, special cinema screenings, and resources and training to support classroom teaching. Alongside rich online content for young audiences, this provides 5–19 year olds with inspiring opportunities to learn about and with film and develop a passion for cinema.

### Role Summary

The main function of the Learning Production, Careers and Filmmaking Manager is to work proactively and collaboratively with teams across Into Film and with relevant external partners to develop and deliver learning-related video content, in particular meeting the needs of Into Film's new online streaming service, Into Film+ and learning platform. In addition, to oversee and contribute to the success of filmmaking projects, careers events and Get Into Film Network (alumni) strategy and delivery.

### Main Responsibilities:

- With the Head of Learning, other partners and relevant organisations, develop a plan for Into Film+ and learning video content and create and feed into written, video and online Into Film careers and filmmaking resources and activities.
- Work collaboratively with other teams, in particular Production and Comms and effectively share information.
- Build key relationships and partnerships to support the delivery of Into Film's learning-related video content and investigate external funding to support specific initiatives in addition to the core programme.
- As applicable, work in collaboration with external partners such as Screenskills, Speakers for Schools, BAFTA and relevant funding organisations to run careers engagement activities.
- Work across teams and with external organisations such as Cinema First, the UK Cinema Association, the Film Distributors Association, and the film industry to ensure careers resources meet partner objectives (in particular, those of funding partners) and highlight different opportunities across the UK nations including apprenticeships and relevant regional/national schemes.
- Enhance direct experience and awareness of industry careers for young people, educators and careers professionals. Deliver or oversee the delivery of careers sessions for young people, educators and careers professionals either face to face, online or via learning resources.
- Line manage the Senior Learning Coordinator to enabling delivery of filmmaking projects, resources and experiences to expand young people's engagement in filmmaking activity and support entries to Film of the Month (feeding into the Into Film awards) and meet the needs of young people and educators.

- Manage the Senior Learning Coordinator's development of the Get Into Film Network, alumni scheme to ensure take-up and inclusion of signposting to regional and national schemes for career progression including keeping in step with BFI Film Academies
- Support the capture of useful video or other content for use on Into Film+ and the Learning Platform/, within resources and activities, on club member and leader pages or elsewhere.
- Collaborate with Into Film colleagues to ensure good communications about the programme and outcomes internally and externally with regular reports and updates to the Head of Learning and Executive team.
- Feed into/oversee as applicable, externally funded filmmaking projects and funding proposals.
- Keep abreast of, and contribute to wider sector initiatives that focus on filmmaking, careers development, accreditation, film industry careers pathways, industry employment issues and diversity.
- Manage budgets effectively.

### General Responsibilities:

- Commitment to quality internally and in all dealings with the public, members, teachers, children and young people, partners, funders, supporters etc.
- Contribute to long term planning to ensure growth in line with demand and resources
- Contribute to the regular monitoring and evaluation of Into Film's work
- Commitment to equality of opportunity in line with Into Film's Equal Opportunities Policy
- Any other reasonable duties assigned by Into Film

### Person Specification:

#### Essential:

- Excellent communication skills, both oral and written, and the ability to be persuasive, solution focused, flexible and articulate
- Experience of successful line management in the last 2 years
- Excellent organisational skills and the ability to devise, develop and drive forward projects and meet deadlines
- Excellent knowledge of film and filmmaking, the film industry, the skills agenda and progression routes into film and good contacts within key industry organisations
- The ability to work effectively with multiple partners effectively juggling sometimes conflicting priorities
- Fundraising knowledge, skills and experience
- An ability to work proactively using own initiative whilst sharing information and activity with your team
- Ability to present effectively to a wide range of audiences
- An ability to work effectively and collaborate with people across a wide range of levels and responsibilities
- Excellent written communication and editorial skills including writing reports for Into Film, the Head of Learning and other stakeholders.
- Excellent team working skills both within your own team and across multiple project teams.
- Knowledge of data protection and Safeguarding and Child protection guidelines for young people involved in the IF Careers awareness programme, and the ability to maintain confidentiality
- Experience in and ability to run effective schemes and initiatives for and with young people

**Desirable:**

- Familiarity with the Microsoft Office for Mac suite
- A love and knowledge of film

All employees regularly working with children will be required to undertake an enhanced DBS check (and/or Access NI check or Disclosure Scotland check, depending on working location).