**Job Description: Tees Valley Project Manager**

**Responsible to:** Programme & Partnerships Director

**Terms:** £28k pro rata

Northern Film + Media (NFM) is a flexible working employer and this role is available on a full or part time basis (5 - 3 days per week). You will be based in Tees Valley for a min of 1-2 days per week. 12 month initial contract, with a further 24 months subject to funding confirmation.

The **Tees Valley Screen** Development Project is a new NFM initiative which supports SME business growth, talent, creative industry and cultural development. Working with the Tees Valley Combined Authority it aims to:

* Raise the profile of TVCA as a ‘filming friendly’ location, encouraging production companies to consider the Tees Valley as a base for production and supporting local production companies to film in the region.
* Showcase creative career opportunities for young people, improving their skills, creative confidence, and aspirations, and give direction on pathways into industry.
* Support the development of the creative offer in the region in the lead up to bidding for City of Culture 2025, including innovative and brave artistic partnership projects which develop and join up the cultural offer available to residents and can be supported by Arts Council England funding.
* Support growth in the emerging creative economy by developing the skills, expertise and opportunities for SMEs in film, TV and screen based art.

**Job Purpose:** This role is the key point of contact leading NFM’s SME programme of activity with Tees Valley Combined Authority. You will lead on the artist and filmmaker professional development elements of the project and also work closely with the full NFM team to deliver the other areas of the programme.

**Key Tasks:**

1. To lead on the development and implementation of Innovation and Growth Support for individual and SME filmmakers. This activity supports skills development, the production of ambitious new work and builds stronger links with relevant industry individuals and organisations. It includes:

1. To deliver SME Support Surgerieswith 121 Client Diagnostics, seeking out talent, supporting their development pathways mapping which identifies appropriate intervention activity*.*
2. Developing and managing a new Tees Valley SME Artist Filmmaker Steering group and Network in Tees Valley. This includes delivery team meetings, events and commissions producing regular updates/ newsletters.

4 Managing an innovative Professional Development Events programme made up of skills workshops, professional development events, conferences and seminars for those looking for career step up and the creation of new work.

1. Partnership development, seeking out and developing relationships with partners and stakeholders which design and deliver high quality programming and funded/sponsored additional projects. This includes generating ideas, designing content and developing robust funding applications.
2. Supporting the work of the NFM Academy delivery team in its activity. This includes holding regular programme delivery and communication team meetings and producing impact and case study information in stakeholder KPI marketing and reporting.
3. Supporting the Artist project work in its activity with regional roll out of national NFM schemes – Film Club and Connect Exchange which are tailored to meet the needs of the Tees Valley and its SME practitioners and companies.
4. Supporting production services with KPI evaluation reporting.
5. Reporting. To evaluate appropriate information in accordance with ERDF and other funder’s requirements for the whole Tees Valley project. This includes feedback meetings and the timely production of regular progress reports across all activity collating programme data against agreed KPI’s.
6. Budget Management spend, tight cost control and regular reporting of ERDF project costs.
7. Connecting Tees Valley talent with project, commissioning and funding opportunities in order to develop SMEs*.*
8. Any other responsibility/task that the Programme and Partnership Director may consider appropriate to the role, including but not limited to general project management duties, as directed.
9. Equal Opportunity responsibilities includepromoting and implementing equality of opportunity in all aspects of the organisation’s operations.
10. Promote and implement Health and Safety at Work policies.

# PERSON SPECIFICATION

#### Experience

* Experience of developing SME’s in the screen sector
* Creative and proven project and talent development management track record.
* Excellent relationships skills and experience of working with key industry talent.
* Ability to recognise promising emerging talent.
* Managing complex schedules and working within budgets.
* Communications and website administration (CMS, wordpress, social media) and experience of working with a CRM.
* Copy-writing and editorial experience is desirable.
* Successful complex partnership work.
* Working on project delivery and monitoring.
* Working in or with events in the media/arts sector would be desirable.
* Strong Knowledge of the film and television industry would be an advantage.

#### Skills

* Strong and proven task management skills.
* Strong interpersonal skills.
* Competent IT skills.
* Time management and organisational skills.
* Excellent verbal presentation and written communication skills.

#### Behaviour and Attitude

* Proven ability to work under pressure, to deadlines.
* A commitment to talent development.
* Highly self-motivated.
* Flexibility with regards to working hours and methods.
* An ability to work well within a team.

The post holder must also be able to in a work flexible way which includes, travel and working at NFM’s head office in Gateshead and across the Tees Valley with some out of hours working at events and on digital support.

*The post is funded by ERDF and the activities of the Tees Valley Project Manager are wholly included in Northern Film + Media’s ERDF project.  As such the post holder must ensure that the conditions of NFM’s ERDF project are adhered to across all activities of the organisation.*

