



# WATERSHED

## BFI NETWORK Talent Executive, Watershed

Dear Applicant,

Thank you for your interest in the above position. Please find enclosed a job description including person specification and terms and conditions of employment. Please consider these carefully and decide whether you wish to apply.

**Watershed's first value is Inclusive – we are people led.** We listen to and engage with the broadest range of people. The information below lays out some of the steps we are taking to create a more inclusive recruitment process. Many of these steps are new to us, so feedback and questions are very welcome.

**If you are from a background that is underrepresented in the film and culture sector** (for example you are from a community that experiences racism or you are a disabled person (as defined by the Equalities Act 2010), or you did not go to University or had free school meals as a child), and you would like support to articulate how your experience is transferable to this role, you can book time with us (we will ensure the person you meet is not involved in the recruitment process).

We would be pleased to help you think this through. Please request this by emailing [hr@watershed.co.uk](mailto:hr@watershed.co.uk) (we will not ask you to disclose your background).

**We believe our work will be stronger with greater diversity** and welcome applications from those who bring balance to our team. Watershed welcomes the whole person to work, and we understand that each of us brings our experiences, our backgrounds and our own unique lens to what we do. Supporting our staff means they are not appointed to represent specific groups or organisations.

### About the role:

This role is an exciting opportunity to join Watershed and collaborate with partners across the South West region to discover and support writers, directors, producers and other creatives working across different disciplines, at the early stages of their film careers. The post-holder will work alongside another Talent Executive to support talent to access film funding; provide editorial expertise on funded projects; support professional development; and promote opportunities available through BFI NETWORK and beyond. The Talent Executive will ideally be based in/near Bristol\* and sit within Watershed's team, working alongside another Talent Executive. They will report to the Film Hub Managing Producer, with guidance and support from the UK wide BFI NETWORK. They will place inclusivity at the core of talent development to ensure that the widest range of people are aware of, and can access, the funding and networks and that the regional offer is as responsive to their needs as possible.

*\*Note that there is flexibility around hybrid working. The current Watershed approach is for part-time staff to work 1-2 days per week in-venue but this may evolve in line with the wider operating context.*

### About Watershed and Film Hub South West

Watershed leads Film Hub South West, a growing network of over 170 cinemas and film exhibition organisations from its base in Bristol which was recently named UNESCO Creative City of Film. As Film Hub Lead Organisation (FHLO), Watershed builds on its own passion for presenting the past, present and future of cinema and track record in talent development to share expertise and support existing and new partner organisations across the South West as part of the UK wide BFI Film Audience Network (BFI FAN.)

## About BFI NETWORK Talent Executives

BFI NETWORK is a UK-wide collaboration between the BFI and film organisations and venues around the country, with a mission to discover and support talented writers, directors and producers at the start of their careers. BFI NETWORK Talent Executives are based in regional Film Hubs at some of England's foremost independent cinemas, arts venues and industry bodies including Watershed here in Bristol. It provides funding for short films, supports the development of first features, and offers a range of professional and creative development programmes.

## Further reading:

- [BFI2022 Strategy](#)
- [Film Hub / BFI NETWORK South West](#)
- [BFI NETWORK](#)
- [BFI Film Audience Network](#)

## Timeline:

In order to broaden the field of candidates, the Watershed team will aim to meet all long-listed candidates who meet the basic criteria for a short online interview first and then will then hold second interviews. You will be sent more information about the format and any questions in advance. Given the current circumstances, we will confirm closer to the time whether it would be possible to hold these interviews in person at Watershed.

The closing date and time for all applicants is **5pm Thu 31 March 2022**

We will contact all long-listed candidates by: **Mon 4 April 2022**

Short online interviews: **Thu 7 - Fri 8 April 2022**

We will contact all short-listed candidates by: **Mon 11 April 2022**

Interviews: **Wed 13 April 2022** (likely to be in-person at [Watershed](#), Bristol. Public transport costs within the UK can be reimbursed.)

Please note that if you have not heard from us by 13 April, you have been unsuccessful, and we are unable to offer you an interview.

## Our forms:

Please DO NOT include your CV as it will not be considered. Please put all relevant information on your application form which you will find on the recruitment web page.

We are striving to understand more about who applies to work with us. We invite you to complete our anonymous equal opportunities monitoring form, which will not be shared with anyone involved in the recruitment process.

Watershed will work with candidates to ensure their access needs are met during the interview process and will ensure access requirements do not factor in decision making.

Feel free to get in touch if you have any questions.

Best wishes,

Madeleine Probst – **Film Hub South West Managing Producer**  
Watershed, 1 Canon's Road, Harbourside, Bristol, BS1 5TX

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## Job description

### Position: Talent Executive

**Grade: 2** £32K - £34K (depending on level of experience) Per Annum pro rata.

4 days per week; note that flexible terms will be considered.

**Fixed Term – 11 months initial contract (May 2022 – March 2023)**

**Responsible to:** Film Hub South West Managing Producer, Watershed

### Purpose of Job

The post-holder will lead BFI NETWORK South West alongside a second Talent Executive with a focus on discovering and developing talented writers, directors, producers and other creatives from across the region at the start of their filmmaking careers. The two Talent Executives will work collaboratively to manage the assessment of applications and the development of funded projects for short film production and the development of feature film concepts; providing editorial expertise on funded projects and supporting professional development, including progress from short films towards features. They will provide creative and related oversight of funded work to ensure the strongest possible outcomes from the support provided. They will also input into partnerships and outreach activity as well as reporting and strategic planning.

The post-holder will place inclusivity at the core of talent development and commissioning, working closely with the other Talent Executive, to ensure that the widest range of people are aware of, and can access, the funding and networks and that the regional offer is as responsive to their needs as possible.

The role will be based at Watershed in \*Bristol, Film Hub Lead Organisation for the region as part of the BFI Film Audience Network. The two Talent Executives will share all key responsibilities outlined below closely and both report to the Film Hub Managing Producer, with guidance and support from the UK wide BFI NETWORK, the Marketing Coordinator and the wider Watershed team.

*\*Note that there is flexibility around hybrid working. The current Watershed approach is for part-time staff to work 1-2 days per week in-venue but this may evolve in line with the wider operating context.*

### Principal Responsibilities

- Connect dynamic new regional talent with film funding opportunities through one-to-one sessions as well as co-designing and delivering talent development activity and events across the region.
- Seek out, develop and maintain relationships with new writers, directors and producers.
- Manage the assessment processes and feedback for the South West, reviewing applications and making recommendations for funding alongside the second executive.
- Manage the South West allocation of lottery funding for the commissioning of work alongside the second executive.
- Manage the South West short film slate alongside the second executive which includes providing creative support and production oversight for script stage through edit and up to final delivery (contractual, financial, team mediation and editorial feedback)
- Provide script development support for funded projects where applicable to get them ready for production and/or match projects with a suitable script developer.
- Provide basic guidance on legal issues in relation to BFI NETWORK-funded projects and decide when to refer to the BFI legal team and/or advise teams to seek their own legal advice.
- Provide oversight of health and safety on all BFI NETWORK-funded projects in your region, including signing off on risk assessments, under guidance from First Option.

- Conduct regional outreach including commissioning and overseeing partner-led activity run in the region on behalf of BFI NETWORK.
- Administrate the project activities and co-manage related finances, such as project expenditure with input from the Watershed Finance team and the Film Hub SW Managing Producer.
- Writing and submitting reports to Watershed and the BFI about the funded activity in a timely and compelling way, identifying any potential issues with delivery and agreeing actions.
- Respond to enquiries about talent development within the region and signposting filmmakers to additional or alternative support.
- Be a first point of contact in the region for complaints regarding BFI NETWORK South West activity responding to them appropriately in line with Watershed's [Complaints Policy](#)
- Promote other relevant initiatives such NETWORK Weekender & NETWORK@LFF, and nominate filmmakers to participate in such schemes.
- Day-to-day support of workflow for Marketing Coordinator in the delivery of BFI NETWORK marketing activity specifically.
- Commission and manage freelancers and freelance support across the project.
- Actively seek to connect BFI NETWORK in the South West with other BFI regional projects such as BFI Film Audience Network and BFI Film Academy South West.
- Represent Film Hub South West and BFI NETWORK at relevant events
- Participate in training and seek ways to develop the role, in negotiation with the Film Hub South West Producer.
- Flexible working hours will be required involving some weekends / evenings and travel around the region.

### **Key Performance Indicators**

- A "healthy" and inclusive talent community is being developed with a diverse range of writers, directors and producers identified and nurtured; new collaborations being formed; and participation from across the region
- Short films are successfully developed and delivered on time on budget in line with BFI guidance
- Activities and events are well delivered, promoted, documented and attended
- Stories of talent development and progression are captured and shared, raising awareness about what's on offer, fostering peer-sharing and visibly making the case for impact
- Budgets and financial records managed well
- The Film Hub Producer, Watershed team, BFI NETWORK partners as well as funders receive timely and clear communication to the highest possible standard
- Positive working relationship with key public sector agencies, funders and industry partners
- A generous and effective member of the Watershed and Film Hub South West teams

### **Person Specification**

#### **Skills & Experience**

##### *Essential*

- Ability to form partnerships with a wide range of organisations
- Experience of short film production or producing other creative projects
- An understanding of film culture and the film industry
- Ability to think creatively, recognise promising talent through application / related material and support and develop talent
- A demonstrable and evidenced commitment to inclusion
- Highly organised with the proven ability to meet deadlines and targets in a busy environment
- Excellent communication skills and ability to deal effectively with people at all levels
- Experience of project management and administration, including budget management
- Experience in event promotion and network communication, including via social media
- People skills (in person and online); the ability to develop and maintain good collegiate working relationships with creatives, partners and stakeholders and to mobilise your networks
- A commitment to continuing professional development.

### *Desirable*

- Specific experience of developing and running talent development programmes within the creative industries (film, TV, theatre, music, etc...)
- Experience in commissioning creative works (film, TV, theatre, music, other etc...)
- Experience of reporting and evaluation

### **Watershed Values**

The Watershed brand is unique, trusted and respected and is driven by the following shared values which are clearly articulated. Ability to master and represent Watershed's Vision and Values is therefore important. Watershed is:

<b>Inclusive</b>	We are people led. We listen to and engage with the broadest range of people.
<b>Open and Honest</b>	We provide a culture and environment that is trusting, trusted and trustworthy.
<b>Make Things Happen</b>	We approach opportunity and challenge creatively, collaboratively and with a can do attitude.
<b>Entrepreneurial</b>	We are inventive, try new ideas, experiment, learn and share.
<b>Celebratory</b>	We celebrate culture, creativity and wonder.

Watershed is striving to be an equal opportunities employer.



Watershed is a Social Enterprise Mark Holder. Social Enterprises are businesses whose products and services create both social and environmental benefits.



Film Hub South West is led by Hub Lead Organisation Watershed as part of the BFI Film Audience Network and funded by British Film Institute through National Lottery Funding.



Watershed is proud to be a partner of BFI NETWORK funded by British Film Institute through National Lottery Funding. For information, inspiration, and to apply for funding, visit: [network.bfi.org.uk](http://network.bfi.org.uk)