



Job Description

Job Title:	Industry & Talent Development Officer
Line Manager	Head of Industry and Talent Development
Direct Reports	Temporary staff attached to EIFF and other specific projects
Salary:	up to £21,500 depending on experience
Status:	Full-time, one year contract
Application Deadline:	12noon, Friday 27 th July 2018
Interviews:	Friday 3 rd August in Edinburgh
Start Date Preferred:	Monday 27 th August

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Centre for the Moving Image

The Centre for the Moving Image (CMI) is a national organisation with bases in Edinburgh and Aberdeen. It is aiming to use film in all its guises to transform people's lives – through the watching, making and understanding of film.

The CMI has undergone significant change and growth since it was established from the merger of Filmhouse and Edinburgh International Film Festival seven years ago in 2010. This has seen its turnover increase by 80%, its reach becoming genuinely national, and its influence being felt both directly and indirectly through the range of sectoral partnerships it is involved in.

The CMI currently incorporates Scotland's leading independent cinema, Filmhouse, the world's longest continually running film festival, Edinburgh International Film Festival, the Filmhouse Café Bar, and the Belmont Filmhouse in Aberdeen.

The CMI is working in partnership with Hopscotch and Dicult in delivering the Scottish Film Talent Network, is a founding member of the Edinburgh Cultural Venues Group, and is a founding member of Festivals Edinburgh.

Purpose of role

Reporting to the Head of Industry & Talent Development, the Industry & Talent Development Officer will be responsible for providing support for the planning and delivery of talent development programmes and other industry activities across all CMI projects including the 2019 Edinburgh International Film Festival. They will act as a first point of contact for departmental enquiries as well as overseeing the organisational, administrative and communication needs of the department including setting up and maintaining appropriate systems and processes.

Each member of staff has an individual and collective responsibility to promote the values, vision and aims and objectives of the Centre for the Moving Image.

Responsibilities

1. Act as a first point of contact for enquires, providing information, advice and guidance as required
2. Coordinate the application and selection process of all talent programmes including EIFF Talent Lab, the Ideas Lab in Residence programme and EIFF Country Focus Industry activity
3. Support the planning and delivery of all CMI talent development and industry activities
4. Research and secure international industry speakers for the talent and industry programmes
5. Coordinate Industry guest and participant travel, hospitality & networking as required.
6. Assist the Head of Industry & Talent Development in the identification and tracking of new and emerging writing, directing and producing talent across Scotland
7. Assisting in the recruitment, training and supervising of temporary festival staff and volunteers, including staff that you will directly supervise
8. Update and maintain database records.
9. Contribute to the EIFF Industry year round social marketing and website updates as required.
10. Assist with copy for and proofread CMI and EIFF marketing and information materials.
11. Actively communicate key event information and updates to other relevant EIFF colleagues
12. Communicate as necessary with guests, sponsors, partners etc., during EIFF events
13. Be aware of the health and safety of guests and their activities.
14. Work with EIFF and CMI colleagues and teams including Technical, Programming, Programme Planning, Marketing & Development to ensure best delivery of all events.
15. Be prepared to represent the Industry team at both internal and external meetings or events as required.
16. Processing purchase orders and maintaining financial records
17. Ensure any payments/invoices have been signed off and passed on to Finance as required.
18. Organise and file all relevant correspondence and records so these can easily be accessed in the future.
19. Maintain an up-to-date knowledge of industry activity, key players, opportunities, funding schemes and training initiatives including undertaking appropriate research when requested.
20. Carry out all responsibilities in a way that promotes equal opportunities, diversity and inclusion.
21. Undertake any other duties that may be reasonably required.

General responsibilities:

- Communicate effectively with colleagues and departments across the CMI to share information, achieve deadlines and promote a positive working environment.
- Attend meetings and provide progress and financial reports as required.
- Contribute to the successful delivery of projects across the CMI.
- Any other tasks as required in line with the priorities of the Industry and Talent Development Team.

Environmental Sustainability

- It is the responsibility of all staff to minimise the CMI's environmental impact wherever possible and adhere to the company's Environmental Policy. This will include:
 - recycling;
 - switching off lights, computers, monitors and equipment when not in use;
 - helping to reduce paper waste by minimising printing/copying and reducing water usage;
 - reporting faults and heating/cooling concerns promptly;
 - minimising carbon footprint when travelling.
- Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

Skills & Experience

Essential:

- Minimum 2 years experience of festivals/events coordinating and administration.
- Good knowledge of the UK film industry

- Strong project/event co-ordination and administration skills
- Excellent communication and interpersonal skills.
- Quick thinker, good judgment and excellent multi-tasker
- Ability to work well under pressure and to meet deadlines
- Adaptable to a flexible work schedule including some evenings and weekends
- Excellent problem solving and creative thinking skills
- An understanding of and commitment to equal opportunities

Desirable:

- Experience of coordinating multiple projects or events simultaneously
- Experience with recruiting and supervising staff
- Experience of working with databases
- Track record of managing event staff or volunteers
- Experience of working with event budgets and monitoring spend

Competencies

Managing Work

- Quickly determines tasks and resources
- Schedules work
- Develops time lines
- Co-ordinates resources
- Ensure effective completion of work through use of own and others' time

Change Management

- Challenges assumptions
- Recognises organisational opportunities
- Thinks expansively
- Encourages and rewards innovation

Valuing Diversity

- Actively values others contributions and treats people fairly
- Creates an environment that appreciates diversity
- Challenges unfair behaviours and practices both internal and external

Decision Making

- Makes effective decisions which balance the varying demands of interested bodies and cost management
- Understands risk/opportunity balance
- Develops and considers alternative solutions

Teamwork

- Actively collaborates through communicating fully and openly, while showing respect for others
- Communicates fully and openly
- Balances all needs
- Facilitates goal accomplishment
- Ensures necessary team support and infrastructure in place

Equal Opportunities Policy Statement

CMI is an equal opportunities employer, and as such aims to treat all employees, consultants and applicants fairly. It is our policy to provide employment equality to all, irrespective of:

- Gender, including gender reassignment
- Marital or civil partnership status

- Having or not having dependants
- Religion or belief
- Race (including colour, nationality, ethnic or national origins)
- Disability
- Sexual orientation
- Age

We are opposed to all forms of unlawful and unfair discrimination. All job applicants and employees who work for us will be treated fairly and will not be unfairly discriminated against on any of the above grounds. Decisions about recruitment and selection, promotion, training or any other benefit will be made objectively and without unlawful discrimination. This policy is written in consideration of the Equality Act 2010.

CMI Values

At the CMI we are proud to work as a team and have developed a set of company values. They were established in 2017 so we are still working to fully integrate them into our business but they underpin everything we do, and tell you about how we work at the CMI:

- **inclusive**
 - We are open, accessible, and respectful
 - We believe in diversity and are committed to equality
 - We believe in working collaboratively with individuals and organisations in making a positive difference
 - We will actively seek out and work with people and organisations with a wide range of voices, with different experiences and from different backgrounds to ensure that our work is authentic
- **inspiring**
 - We are focused on artistic quality and excellence
 - We believe in the power of film to change lives
 - We are confident, positive and a leader
- **innovative**
 - We are bold, creative and passionate
 - We are inquisitive, challenging and risk taking
 - We believe in understanding the present and shaping the future
- **integrity**
 - We are professional, accountable and transparent
 - We are authentic, engaging and honest
 - We believe in independence of voice and genuine choice for audiences
 - We believe in developing and delivering our strategy sustainably – for the organisation, for the environment, for society

Location

This job is located in Edinburgh, but may require the ability to travel within Scotland and the UK.

Application process

Please send an up to date CV and covering letter, explaining why you think you are suitable for the role and why you want it, to holly.daniel@cmi-scotland.co.uk with “Industry & Talent Development Officer” in the subject box of the email. Your application will be treated in strict confidence.

Application deadline

All applications should be received by 12noon, Friday 27th July 2018

Interviews

These will be held in Edinburgh on Friday 3rd August

Start Date

It is anticipated that the successful candidate will be available to start around 27th August