

**HERTFORDSHIRE FILM FESTIVAL PROJECT MANAGER**

**WATFORD PALACE THEATRE**

- a successful, inclusive and ambitious award-winning company



Imagine Watford 2016

**OUR MISSION**

Great stories that entertain, provoke and inspire, on our stage, digitally and in our streets.

**EVERYONE'S WELCOME AT THE PALACE**

We inspire, provoke and entertain through inventive, ambitious and inclusive drama, new plays, musicals, dance and family shows; free outdoor festivals; digital work online or on our screen; diverse stand-up; and a much-loved traditional pantomime.

**SEE YOURSELF ON OUR STAGE**

We aim to reflect our diverse communities, and fully represent women, both in the work we make and in the people who make it.

## **WE MAKE THE FUTURE**

We celebrate and develop creativity and skill in our community and our young people.

## **SEE IT HERE FIRST**

Our locally produced shows and homegrown talent have won awards, been seen on iPlayer, and toured around the UK and abroad.

## **AT THE HEART OF THE FILM INDUSTRY**

Watford Palace Theatre is located in Hertfordshire, a growing centre of the UK Film industry, 20 minutes train ride from central London.

## **A LOCAL ORGANISATION WITH NATIONAL IMPACT**

We are funded by Arts Council England as a key National Portfolio Organisation.



The Hertfordshire Film Festival is an ambitious new phase in the development of our Young People's Film Festival.

The Young People's Film Festival was established with the support of Warner Bros. Studios Leavesden in 2017.

Building on its success, we are producing a bigger, countywide film festival, offering skills development and screening opportunities for the next generation of filmmaking talent.

**We are looking for a brilliant Project Manager to achieve this ambition.** It is a fixed term part time role.



### **THE JOB OF THE PROJECT MANAGER**

To promote the Hertfordshire Film Festival and maximise film submissions and participation across workshops, screenings, talks and other festival events. Short film submissions are open to anyone aged 11-25 living, studying or working in Hertfordshire.

The Project Manager will work across departments with Watford Palace Theatre, to ensure information is communicated effectively.

They will build strong film festival relationships with festival partners the University of Hertfordshire, Cathartic Arts CIC, Warner Bros. Studios Leavesden, participants, the local film industry, and other UK film festivals/other local film festivals.

## JOB DESCRIPTION

<b>Post:</b>	Hertfordshire Film Festival Project Manager
<b>Reporting to:</b>	Associate Director
<b>Contract:</b>	This is a fixed term, part-time contract for 10.5 hours per week until March 2022.

**Watford Palace Theatre is committed to inclusivity and diversity. We actively encourage people from a variety of backgrounds with different experiences, skills and stories to join our organisation. We are particularly keen to support people to apply who have previously been underrepresented within the Creative Industries.**

This job description is a guide to the nature of the work required of the Community Coordinator. It is neither wholly comprehensive nor restrictive and therefore does not preclude change or development that will inevitably be required in the future.

### **Main Responsibilities of the Job**

- Working with the WPT Associate Director and Head of Community Engagement to liaise with festival partners and ensure that funders and stakeholders are updated and involved in festival planning and progress.
- Planning and coordinating workshops, screening events and festival activities.
- Working with Watford Palace Theatre's Communications team to promote festival submissions, and coordinate and plan marketing activity.
- Contributing to the further development of the Hertfordshire Film Festival website.
- Overseeing the administration and smooth running of the submissions process.
- Working with WPT's Associate Director to ensure that the strategic aims of the festival are met, and that the work presented is of a high an artistic standard as possible, and that participant learning outcomes are achieved.
- Overseeing project management and planning, ensuring key deadlines are met.
- Recording participant data and evaluation.
- Working with the theatre's Youth Advisory Board and managing student and young volunteers.
- Visiting other festivals.
- Keeping to agreed budgets.
- Programming work in consultation with WPT Associate Director and Producing team.
- Working with the Producing team to ensure that practitioners working on the festival are contracted.
- Working with WPT's Pathways Coordinator and placement students to support their learning connected with the Festival.

- Liaising and communicating with Festival participants.
- Liaise with WPT staff regarding guest and VIP invites.
- Acting as an ambassador for the work of the Hertfordshire Film Festival and Watford Palace Theatre.
- Performing other duties as required by Watford Palace Theatre.

### **Additional duties and responsibilities**

You will carry out the following additional duties and others that may be reasonably required:

- To be familiar with and where necessary enact Watford Palace Theatre's Safeguarding policy and ensure correct procedures are always followed, including record keeping.

### **Person Specification**

#### **Essential**

- Proven project management experience and skills
- Excellent communication skills, both written and spoken
- Proven skills in budget setting and monitoring
- Ability to work to strict deadlines
- A high standard of organisation and efficiency and proven administration skills
- A genuine interest and enthusiasm for filmmaking
- A sound understanding of how film festivals are run
- Experience working with children and young adults between the ages of 11 and 25
- Safeguarding children training

#### **Desirable**

- Experience in coordinating or managing projects with multiple partners or stakeholders
- Knowledge of marketing/social media
- An understanding of the film submission process
- Workshop facilitation and/or delivering learning outcomes
- Event management experience

**Salary:** The salary £27,000 per annum pro rata

**DBS Check:** The successful candidate will need to hold a current enhanced DBS (Disclosure and Barring Service) check or be willing to undergo one.