

Ffilm Cymru Wales is seeking a Training & Event Coordinator to support delivery of a series of networking events, masterclasses and training sessions as part of its BFI NETWORK Wales offer for new & emerging writers, directors and producers.

- Contract type:** Freelance contract of services
- Location:** Working remotely, Ffilm Cymru Wales' office in Cardiff, various event venues
- Reports to:** BFI NETWORK Wales Manager
- Start date:** As soon as possible in August 2021
- Term:** 8 months from August 2021 – March 2022 (part-time flexible hours, expected to average 2 days per week, some evening and weekend working will be required)
- Fee:** £10,000 (inclusive of VAT if applicable). Paid in stages against satisfactory completion of agreed milestones
- Inclusion:** We are committed to broadening representation and lived experience within our organization. We will offer an automatic interview to all candidates who meet our essential criteria and who identify as from an under-represented race or ethnicity or as deaf, neurodiverse, or living with disability.
- Closing date:** 12:00 midday on Friday 23rd July 2021



**We stand in solidarity
to say NO to racism
and commit to a
#ZeroRacismWales**

DO YOU?

BACKGROUND INFORMATION

BFI NETWORK Wales supports new and emerging Welsh or Wales-based filmmaking talent through funding for short film production, feature development and career progression, and through targeted training and networking activity.

The BFI NETWORK Training & Event Coordinator will work closely with the BFI NETWORK Wales team, comprising of the BFI NETWORK Wales Manager and the Development Executive, to design and deliver the following networking events, masterclasses and training sessions.

Networking Events

(delivered year-round, roughly quarterly)

Ffilm Cymru and BFI NETWORK Wales aim to facilitate networking for new & emerging talent, in partnership with organisations focused on underrepresented filmmakers, artists and creatives.

The objective will be to deliver 4 x networking events over the course of a year, each including a guest contributor and/or built-in training followed by an opportunity to connect with peers.

Potential topics include: working across film & other mediums (e.g. theatre, visual art), sustainable careers/portfolio working, wellbeing for creatives.

The events are to be run quarterly, i.e. in Summer, Autumn and Winter 2021, and Spring 2022.

Y Labordy III: Producer Masterclasses

(delivered September 2021 to February 2022)

Y Labordy III is a professional development initiative for a cohort of 4 new & emerging producers working in film, TV and theatre, who have the ability to work in the Welsh language. The programme is led by Ffilm Cymru Wales and BFI NETWORK Wales with partners S4C and Arts Council of Wales.

As part of Y Labordy, the objective will be to deliver 10 x masterclasses led by industry contributors, covering producing across film, TV, theatre, VR, immersive and games.

Planned session topics include: overviews of producing for film/theatre/TV/VR, immersive and games, plus creative development, financing & legals, production/post-production, sales/distribution/marketing, international co-production, and developing a sustainable business.

Some sessions may also be opened up to a further, limited number of producers, writers and directors.

Beacons: Short Filmmaker Training Sessions

(delivered October and December 2021)

The Beacons Short Film Fund commissions world-class live-action, documentary and animated short films in partnership with BBC Cymru Wales. Selected teams (up to 25 writers, directors and producers) benefit from professional development to help them advance their careers.

As part of Beacons, the objective will be to deliver 6 x training sessions for the selected cohort, led by industry contributors.

Planned session topics include: creative collaboration, budgeting & scheduling, casting/working with actors, production, post-production/the edit and festival strategy.

The sessions will be scheduled across 2 separate workshop days:

1 during the development phase (October 2021)

1 during the pre-production phase (December 2021)

Some sessions may also be opened up to a wider filmmaker audience.

Method of delivery

Ffilm Cymru Wales is currently delivering all activity online due to the continued impact of Covid-19.

Should it be possible to resume in-person activity later in the year, we will consider whether this is both feasible and desirable based on the nature of the activity, participants' needs, accessibility requirements and the available budget.

MAIN DUTIES AND RESPONSIBILITIES

Reporting to the BFI NETWORK Wales Manager, you will:

- Participate in planning meetings with the FfCW team and any relevant partners, making note of overall aims and objectives set.
- Approach and secure guest contributors of a diverse range of backgrounds and perspectives, in line with FfCW's EDI plan.
- Finalise session content, format, scheduling and all other practical & technical details with the FfCW team, briefing guest contributors and partners as relevant.
- Set up events on an online platform (such as Zoom or Remo) and/or book a suitable in-person venue if relevant.
- Collate and draft copy for the FfCW website and/or information briefings for participant cohorts, liaising with FfCW's Comms Manager as required.
- Liaise on any attendee/participant or contributor access requirements, such as interpreters, and put appropriate arrangements in place.
- Finalise contributor agreements and ensure freelancer right to work checks are completed.
- Coordinate the practical running of events on the day, including any tech run-throughs with guest contributors and the FfCW team.
- Ensure events are delivered within budget, logging expenditure and providing cost reports as requested by the FfCW team.
- Liaise with FfCW's Finance Department and the wider team on adding suppliers, raising purchase orders and sign-off of invoices.
- Draft feedback forms, ensure that they go out to attendees/participants and produce summaries of the responses.
- Feed into reporting, as well as any evaluation meetings with the FfCW team and relevant partners.
- Undertake any other reasonable work as required.

YOUR EXPERIENCE

- A self-motivated individual with strong organisational, administrative, written and oral communication skills, an eye for detail and excellent record-keeping and data management.
- Able to work independently with minimum supervision and as part of a team.
- Comfortable dealing with stakeholders, industry professionals and new/emerging creatives.
- Able to work to set budgets and schedules.
- Some experience of organising Training & Events within culture, media or other sectors.
- Some knowledge of the theatre, film, TV and/or immersive and games industries in the UK.
- Personable and courteous at all times.
- Welsh language desirable but not essential.

APPLICATIONS

The deadline for applications is 12:00 midday on Friday 23rd July 2021.

To apply, you can email us your CV along with a covering letter of 750 words or less, which explains why you want to work with Ffilm Cymru and how your experience fits the role as advertised above.

Please let us know if you have any access requirements and we can arrange alternative application options. For example, we can provide you with an address to post a hard copy application to, accept video cover letters or book an hour slot to transcribe your cover letter over the phone.

Your application should be addressed to the BFI NETWORK Wales Manager, Jude Lister c/o: Sion Eirug, who will also address any queries you have about applying. You can reach him on **sion@ffilmcymruwales.com**



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