

This is the information pack for the role of:
Freelance Assessor

The following information is provided to assist you with your expression of interest. More information about Ffilm Cymru can be found at www.ffilmcymruwales.com

Contents

Welcome	2
How to Express your Interest	3
Access Support	4
After your Expression of Interest	4
Terms of Engagement.....	5
Job Advert	6
Key Responsibilities	7
Skills and Experience	8
Desirable.....	8
Full Job Description.....	10
The Role.....	11
Key Responsibilities	11
Minimum Requirements for the Role	12
Desirable Skills & Experience	13
Terms of Engagement.....	14
Ffilm Cymru Wales.....	15

Welcome

Thank you for your interest in working with Ffilm Cymru. We are developing a pool of freelancers to assist our team with the assessment of filmmaker funding applications - from shorts, to career development, to features.

One of our aims is to expand the range of lived experience that informs our decision-making. We particularly encourage expressions of interest from individuals who identify as women (whether assigned at birth or not), LGBTQI+, d/Deaf, disabled or neurodiverse, people of the Global Majority, as well as Welsh speakers and those from disadvantaged socio-economic backgrounds.

We recognise the intersectionality of different characteristics and that people are always more than these descriptors, leading complex and nuanced lives that they draw-upon. Further information on our approach can be found in our [Film for Everyone Action Plan](#).

Freelancers who are invited to join this pool will be offered paid assessing opportunities in line with their expertise across our Beacons Short Film Fund, Feature Development and Production Funds (including our Welsh Language scheme Sinema), and Career Development Fund during the period between August 2023 and March 2024, with potential for the work to extend beyond this period.

We're looking for individuals who have an understanding of the film industry, a passion for discovering writing, directing and producing talent in Wales, and a commitment to equality, diversity and inclusion.

Ffilm Cymru Wales

Job Description: Freelance Assessor



We're interested in a broad range of different perspectives and backgrounds. You might be an established film producer, script editor, consultant, programmer or curator. Or possibly still early-career in development, production, sales, distribution, marketing or exhibition. Alternatively you could have equivalent experience in a related creative medium such as TV, moving image or theatre. We'll look for a balance of different experience levels and backgrounds in the cohort we identify.

We look forward to receiving your expression of interest.

Kim Warner, Head of Production

How to Express your Interest

Unless we've agreed an alternate format with you, you should email Ihsana Feldwick on **ihsana@ffilmcymruwales.com** with 'Freelance Assessor – Expression of Interest' in the subject line, including the following:

1. A CV or link to an online CV
2. A note explaining why you're interested in the role and how you meet the criteria (either up to 300 words max. written note, or up to 2-minute max. voice note or video)
3. Which of the following applications you are available to assess:
 - Short films (August 2023 only)
 - Feature development and/or production (year-round)
 - Career development (year-round)

In addition to the above, please let us know if you are able to assess filmmaker applications in the Welsh language.

Ffilm Cymru Wales
Job Description: Freelance Assessor



Please submit your expression of interest by **Monday 31st July 2023, midday.**

Access Support

We believe in a sector that works for everyone and we are passionate about broadening access to the screen sector.

We will offer an automatic meeting to all candidates who meet our Minimum Criteria for the role and who identify as People of the Global Majority, as Black, Asian or Minority Ethnic or as D/deaf, hard-of-hearing, Disabled or neurodiverse.

For applicants with access requirements, for example individuals who are D/deaf, hard-of-hearing, Disabled, neurodiverse, and people with sight loss, support is available to complete an expression of interest. Please contact us to let us know how we can help. For example, we can cover the costs of a BSL interpreter for a meeting with us prior to making an expression of interest or scribing support for dyslexic applicants. We'll be guided by you.

Please contact Ihsana Feldwick on **ihsana@ffilmcymruwales.com** to discuss your requirements in advance of submitting an expression of interest.

After your Expression of Interest

You'll receive confirmation that your expression of interest has been received within one week of submitting and will be provided with a link to a diversity monitoring form, which helps us in our commitment to diversity and inclusion. All questions have a prefer not to say option. For information on how Ffilm Cymru processes applicant data, please refer to [our Privacy Policy](#).

Ffilm Cymru Wales
Job Description: Freelance Assessor



Expressions of interest will be reviewed based on the criteria listed in the Job Advert. We will also carefully consider the breadth of lived experience and experience levels represented in our freelance assessor pool.

We will not be conducting formal interviews for this role. We may however ask to meet informally with candidates or require further information or a test assessment. We will let all candidates know by Thursday 31st August 2023 whether they have been invited to join our freelancer pool.

Terms of Engagement

If you're invited to join our freelancer pool, we'll be in touch about assessing opportunities that relate to your knowledge, skills and experience.

Should you be asked to undertake assessing work, there will be a consultancy agreement for your services with Ffilm Cymru Wales.

Fees will be offered on a per application basis and will vary according to the fund as well as the level of expertise and time commitment required. We periodically review fees in line with industry standard rates.

Examples of our current rates are:

- For short films, £15-30 per application (depending on whether at initial read stage or shortlisting stage)
- For feature development, £80 per application
- For feature production, up to £250 per application (the level of application detail and required expertise is highest for feature production applications)

Ffilm Cymru Wales

Job Description: Freelance Assessor



Rates can vary depending on the exact materials assessors are being asked to review. All fees are inclusive of any VAT chargeable.

Please note that being invited to join our freelancer pool is not a guarantee of paid work.

Job Advert

Title: Freelance Assessor

Term: August 2023 to March 2024, with potential to extend beyond this period.

Fee: Varied, in line with standard industry rates, on a per application basis. Examples of our current rates are between £15-30 for short films, £80 for feature development and up to £250 for feature production – inclusive of any VAT chargeable.

Deadline: Monday 31st July 2023, midday.

Interviews: We will not be conducting formal interviews for this role. We may however ask to meet informally with candidates, or require further information or a test assessment.

Ffilm Cymru is developing a pool of freelancers to assist our team with the assessment of filmmaker funding applications - from shorts, to career development, to features.

One of our aims is to expand the range of lived experience that informs our decision-making. We particularly encourage expressions of interest from individuals who identify as women (whether assigned at birth or not), LGBTQI+, d/Deaf, disabled or neurodiverse, people of the Global Majority, as well as

Ffilm Cymru Wales

Job Description: Freelance Assessor



Welsh speakers and those from disadvantaged socio-economic backgrounds.

We recognise the intersectionality of different characteristics and that people are always more than these descriptors, leading complex and nuanced lives that they draw-upon. Further information on our approach can be found in our [Film for Everyone Action Plan](#).

Freelancers who are invited to join this pool will be offered paid assessing opportunities in line with their expertise across our Beacons Short Film Fund, Feature Development and Production Funds, and Career Development Fund during the period between August 2023 and March 2024, with potential to extend beyond this period.

Key Responsibilities

Depending on the fund, freelance assessors may be asked to review any combination of the following materials:

- Application forms completed in written, voice note or video format
- Outlines, treatments, scripts
- Source material where the project is an adaptation (e.g. a novel or play)
- Pitch decks, mood boards, sketches, storyboards, reels, test footage
- Previous screen work
- CVs / biographies
- Budgets
- Finance plans

Ffilm Cymru Wales

Job Description: Freelance Assessor



Specific assessment criteria and further guidance will be provided. We will for example require assessors to familiarise themselves with [Ffilm Cymru policies](#).

We may ask you for brief written notes or scores for each application. We may also ask you to join a more in-depth panel discussion of applications.

Assessing panels will always include members of the Ffilm Cymru team. Where we have a large volume of applications, there may also be more than one external freelancer on the panel.

Skills and Experience

- Previous experience in film or in a related creative medium
- Ability to engage critically with film projects at various stages of development, both creatively and in terms of their feasibility (budget, schedule, team) as well as potential for festivals and/or theatrical distribution
- Awareness of talent progression routes within the film industry
- Commitment to equality, diversity and inclusion

Desirable

Expertise in any of the following: documentary, animation, Welsh language filmmaking, lead producing shorts or feature films, sales and distribution or film talent development.

Ffilm Cymru Wales
Job Description: Freelance Assessor

We will offer an automatic meeting to all candidates who meet our Minimum Criteria for the role and who identify as People of the Global Majority, as Black, Asian or Minority Ethnic or as D/deaf, hard-of-hearing, Disabled or neurodiverse.

For applicants with access requirements, for example individuals who are D/deaf, hard-of-hearing, Disabled, neurodiverse, and people with sight loss, support is available. Please contact lhsana@ffilmcymruwales.com.



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

DO YOU?

Sign our policy today.
www.zeroracismwales.co.uk

Full Job Description

- Department:** Development, Production & Skills
- Role:** Freelance Assessor
- Term:** August 2023 to March 2024, with potential to extend beyond this period.
- Reports to:** BFI NETWORK Wales Manager
- Location:** Remote working, with possibility of being invited to attend in-person assessments taking place in Cardiff (with expenses fully covered).
- Fees:** Fees will be offered on a per application basis and will vary according to the fund as well as the level of expertise and time commitment required. We periodically review fees in line with industry standard rates. Examples of our current rates are between £15-30 for short films, £80 for feature development and up to £250 for feature production– inclusive of any VAT chargeable.
- Expressions of interest:** Unless we've agreed an alternate format with you, you should email **ihšana@ffilmcymruwales.com** with a CV and a note outlining why you are interested in the role, how you meet the criteria outlined in this specification and your availability.
- Deadline:** Monday 31st July, midday.
- Interviews:** We will not be conducting formal interviews for this role. We may however ask to meet informally with candidates, or require further information or a test assessment.

The Role

We're looking for individuals who have an understanding of the film industry, a passion for discovering writing, directing and producing talent in Wales, and a commitment to equality, diversity and inclusion.

One of our aims is to expand the range of lived experience that informs our decision-making. We particularly encourage expressions of interest from individuals who identify as women (whether assigned at birth or not), LGBTQI+, d/Deaf, disabled or neurodiverse, people of the Global Majority, as well as Welsh speakers and those from disadvantaged socio-economic backgrounds.

We recognise the intersectionality of different characteristics and that people are always more than these descriptors, leading complex and nuanced lives that they draw-upon. Further information on our approach can be found in our [Film for Everyone Action Plan](#).

We're interested in a broad range of different perspectives and backgrounds. You might be an established film producer, script editor, consultant, programmer or curator. Or possibly still early-career in development, production, sales, distribution, marketing or exhibition. Alternatively you could have equivalent experience in a related creative medium such as TV, moving image or theatre. We'll look for a balance of different experience levels and backgrounds in the cohort we identify.

Key Responsibilities

Depending on the fund, freelance assessors may be asked to review any combination of the following materials:

- Application forms completed in written, voice note or video format

Ffilm Cymru Wales

Job Description: Freelance Assessor



- Outlines, treatments, scripts
- Source material where the project is an adaptation (e.g. a novel or play)
- Pitch decks, mood boards, sketches, storyboards, reels, test footage
- Previous screen work
- CVs / biographies
- Budgets

Specific assessment criteria and further guidance will be provided. We will for example require assessors to familiarise themselves with [Ffilm Cymru policies](#).

We may ask you for brief written notes or scores for each application. We may also ask you to join a more in-depth panel discussion of applications.

Assessing panels will always include members of the Ffilm Cymru team. Where we have a large volume of applications, there may also be more than one external freelancer on the panel.

Minimum Requirements for the Role

- Previous experience in film or in a related creative medium
- Ability to engage critically with film projects at various stages of development, both creatively and in terms of their feasibility (budget, schedule, team) as well as potential for festivals and/or theatrical distribution
- Awareness of talent progression routes within the film industry
- Commitment to equality, diversity and inclusion

Ffilm Cymru Wales

Job Description: Freelance Assessor



Candidates must be over 18 years of age but do not need to be born, based or currently working in Wales.

Ffilm Cymru is not a licensed sponsor for VISAs and as such you must already have the Right to Work in the UK in order to undertake this role.

Due to potential conflicts of interest, we cannot work with freelance assessors who:

- are a current staff or board member of Ffilm Cymru Wales, Arts Council Wales or the BFI
- have a lead role on an active award from Ffilm Cymru Wales across any of the filmmaking funds they would be assessing OR be planning to apply for any of these funds between August 2023 and March 2024

Assessors will be required to declare conflicts of interest before undertaking any assessing work.

Desirable Skills & Experience

- Specific knowledge of documentary
- Specific knowledge of animation
- Ability to engage with creative work in the Welsh language
- Experience lead producing a short or feature film
- Experience in sales or distribution
- Experience in film talent development

Terms of Engagement

If you're invited to join our freelancer pool, we'll be in touch about assessing opportunities that relate to your knowledge, skills and experience.

Should you be asked to undertake assessing work, there will be a consultancy agreement for your services with Ffilm Cymru Wales.

Fees will be offered on a per application basis and will vary according to the fund as well as the level of expertise and time commitment required. We periodically review fees in line with industry standard rates.

Examples of our current rates are:

- For short films, £15-30 per application (depending on whether at initial read stage or shortlisting stage)
- For feature development, £80 per application
- For feature production, up to £250 per application (the level of application detail and required expertise is highest for feature production applications)

Rates can vary depending on the assessment stage and the exact materials assessors are being asked to cover. All fees are inclusive of any VAT chargeable.

Please note that being invited to join our freelancer pool is not a guarantee of paid work.

Ffilm Cymru Wales

Ffilm Cymru is the development agency for Welsh film and is dedicated to advancing a thriving sector that we can all be proud to call our own. We do this by:

- Working with partners to advance the position of film in Wales and beyond
- Creating an environment for more inclusive, innovative, and green ways of working to be tested, integrated, and shared
- Engaging people of all ages and abilities in creative learning
- Developing the future screen workforce through a range of training programmes
- Investing in unusual and risk-taking films and their makers from an early stage
- Offering exciting cinematic experiences to audiences across Wales

We manage National Lottery funding on behalf of the Arts Council for Wales and the British Film Institute, as well as funding from the Welsh Government via Creative Wales. Our work maps closely to the Programme for Welsh Government, particularly the Wellbeing of Future Generations Act, due to the creative, economic, and cultural mix of our sector.

Ffilm Cymru was established in 2006 and is a Community Interest Company. In 2018 we launched our [Strategic Plan 2018-2024, which can be read here.](#)