

RECRUITMENT PACK

**BFI Film Academy Assistant Producer &
Content Co-ordinator (Creative Engagement)**
part-time role
August 2026



HOME

WELCOME

Thank you for your interest in the role BFI Academy Assistant Producer & Content Coordinator part-time role at HOME



HOME is Manchester's beating heart for theatre, film and art. It's an everyday escape, a space which invites everyone in for conversation, creativity, culture and connection. At HOME, you can discover new dimensions, old favorites and everlasting stories.

HOME is Manchester's premier arts centre and a registered charity, welcoming over 7 million visitors since opening. HOME features two theatres, five cinemas, an art gallery, and a popular restaurant. HOME collaborates with artists from both the UK and around the world to produce and present exceptional visual art, cinema, and theatre experiences. Placing a strong focus on UK theatre, international works, new commissions, and artist development, HOME is deeply rooted in the community, pushing creative boundaries, embracing experimentation, and sharing bold, exciting art with as wide an audience as possible.

Our programme is presented across:

- Five state-of-the-art cinemas, presenting one of the UK's most celebrated programmes of independent film
- Two theatres – c.500 seat proscenium arch, T1; and c.130 seat flexible studio theatre, T2 – presenting HOME produced productions
- 500m² contemporary visual art space
- Digital platforms
- Talent development and engagement spaces
 - In youth and education settings and within communities across Manchester

HOME also relies on trading and secondary income to support the charity, including two bars, a restaurant, event spaces and retail space.

If you require a large print version of this recruitment pack, or any reasonable adjustments to apply for this position, please contact recruitment@homemcr.org.



Equality at HOME

HOME is an inclusive employer, and we are committed to championing anti-racism, equality and diversity through the way we work, and the work we make and present.

We want our workforce to reflect the diverse communities of Greater Manchester, and we welcome candidates from all backgrounds. We actively encourage and support applications from groups who are currently underrepresented across the arts sector, including members of the Global Majority, d/Deaf and disabled applicants and individuals from lower socio-economic backgrounds.

HOME is a Disability Confident Employer, and a Supporter of the Greater Manchester Good Employment Charter.



THE ROLE

Job Context

This is a part time, fixed term role within the Creative Engagement team providing support and content creation for the BFI Film Academy. You will be reporting to the Creative Engagement Practitioner of Film.

Job Summary

The BFI Film Academy Assistant Producer & Content Coordinator supports the effective delivery of the BFI Academy over the delivery period and will work closely with the Creative Engagement Practitioner of Film, the BFI Film Academy Lead Producer and the BFI Film Academy Intern.

You will support the facilitation, organisation and delivery of the content whilst supporting the lead producer and freelance staff so that sessions run smoothly and participants are engaged.

This is a cross-functioning role that will require you to document the sessions with video, photography and social media content. This role is vital in capturing and editing behind the scenes photos and films of the film shoots and sessions that you will use to create a short behind the scenes film that will be screened at the final showcase event. We are the Lead Partner for the Northwest Hubs and you will be required to visit our other partners to also document and capture behind the scenes photos, videos and interviews that will also be part of the short film.

KEY INFORMATION

Salary	£13.45 per hour (Paid last Friday of Month)
Contract	Fixed Term (variable hours – see hours below)
Hours of work	98 delivery and 12 hours of editing. (110 hours) Below you will see the exact hours of work as required by the job, working evenings and weekends as appropriate. If additional hours are required, your line manager will agree to these with you in advance. The 6- and 7-hour shifts include a paid 20-minute break. There is no paid break for shifts of less than 4 hours. Dates of Delivery October 2026 12/10/26 (10-4pm 6 hours Induction) 14/10/26 (10-4pm 6 Hours) 17/10/26 (10-4pm 6 hours) 26/10/26 (10-4pm 6 hours) 27/10/26 (10-4pm 6 Hours) 28/10/26 (10-4pm 6 Hours) November 2026 07/11/26 (10-4pm 6 Hours) 21/11/26 (10-4pm 6 Hours) 22/11/26 (10-4pm 6 Hours) 28/11/26 (10-4pm 6 Hours) 29/11/26 (10-4pm 6 Hours) December 2026 02/12/26 (16:00-20:00 4 hours) 05/12/26 (11:00 – 15:00 4 hours) January 2027 09/01/27 (10-4pm 6 Hours) 16/01/27 (10-4pm 6 Hours) 23/01/27 (10-4pm 6 Hours) February 2027 20/02/27 (10-4pm 6 Hours)
Place of work	HOME's offices are at 2 Tony Wilson Place, M15 4FN

Holidays	Rolled up holiday pay will be paid at 12.07% of Wage
Pension	GMAC offers a pension with a 3% company contribution, available to those who are eligible
Other benefits	Employee Assistance Programme (EAP) Two complimentary cinema tickets One complimentary theatre performance, subject to availability Birthday day off Internal Mental Health First Aider team Full details on how to access all benefits provided on joining
Probationary period	1 month
Notice period	1 month during probationary period, 1 month thereafter

JOB DESCRIPTION

Purpose

As the BFI Film Academy Assistant Producer & Content Coordinator, you would become part of the Creative Engagement team working closely with the Creative Engagement Film Practitioner, the BFI Film Academy Lead Producer and the BFI Film Academy Intern, working together to ensure that the 2026 BFI Film Academy at HOME is the best yet.

The BFI Film Academy will welcome 20 young people aged 16-19 to explore what it takes to establish a career in film through industry talks, creative workshops and the creation of a short film that will be screened at HOME. Your aim is to support the facilitation, organisation, and delivery of this year's content.

Team	Creative Engagement
Reports to	Creative Engagement Practitioner: Film
Responsible for	n/a

Main duties

- Work closely with the Creative Engagement Practitioner of Film and the BFI Film Academy Lead Producer to complete tasks set by them to a high standard
- Completing session-based tasks such as handling petty cash, running errands, contacting participants, helping with equipment
- Supporting the lead producer and freelance staff on the project to run their sessions smoothly.
- Supporting the lead producer with production-based administration tasks such as emailing actors, contacting locations, creating schedules and running errands on set
- Organise trips with the Film Practitioner to partner venues and capture their shoot / sessions to feed into the overall BTS scenes documentary
- Capture the sessions with video and photography and social media content
- Creating a short behind the scenes film that will be screened at the showcase event and put on HOME'S online channels

- Capturing and editing behind the scenes photos of the film shoots and sessions that will be used on HOME'S online platforms and shown at the showcase event
- Capturing, editing and posting social media content of the project
- Following correct procedures with capturing content of people including GDPR, image consent and safeguarding
- Capture behind the scenes footage at our Hub members' locations (Blackpool, Barrow-in-Furness, Liverpool and Rochdale) to feed into the short behind the scenes film
- Working closely with young people to promote engagement, ensuring that participants' welfare remains central to the project
- Evaluate and record work throughout the project, to feed into HOME'S project evaluation and the BFI's end-of-activity report

Additional duties

- Perform all tasks in line with HOME's commitment to providing the widest employee access
- Take part in working groups & training sessions as required
- Be an advocate and ambassador for HOME
- Uphold and follow values and GMAC policies, particularly those around diversity, environmental sustainability, positive work environment and sexual harassment, access, safeguarding, H&S & GDPR
- Keep up to date with financial, administrative and operational best practice
- Carry out duties as deemed appropriate by the Head of department
- Work evenings and weekends if required
- Undertake national and international travel if required

This is not an exhaustive list of duties and HOME's management may, at any time, allocate other duties which are of a similar nature or level.

PERSON SPECIFICATION

Criteria	Essential	Desirable
Experience Skills & Knowledge	• Working towards a goal as part of a team • Technically literate, knowledgeable with cameras and editing software • Confident with camera and editing skills • Previous use of Windows applications: Word, Excel, PowerPoint • Proficient reading and writing skills • Familiarity with Outlook (or other email and calendar scheduling apps) • Keen interest in Film and working with young people • Creative problem-solving and initiative to find ways to support the project • Will have their own kit and access to editing software to film and complete the BTS film	Experience working with young people Experience working on creative projects, particularly film related

HOW TO APPLY

The deadline for applications is – Monday 14th September 2026, midday.

Please note We review applications and reserve the right to close an advert early if we identify suitable candidates. To avoid disappointment, submit your application as soon as possible. If successful for the role following interview start date will be subject to our pre-employment checks which include receiving satisfactory employment references & right to work in the UK.

Application format: submit by email an up-to-date CV together with a supporting statement of no more than 1 A4 pages. Alternatively, this can be provided as a short video/audio response no more than 5 minutes in length. Please ensure you provide examples of how you meet the essential criteria within the Person Specification and the main responsibilities for this role in your supporting statement. **All documents submitted as part of the application must be in .pdf, .doc, or .docx format.**

Please email your CV and supporting statement to recruitment@homemcr.org and complete the link here to the [Equal Opportunities Form](#). **Please add the job reference number 829466 in the subject line.**

We will interview candidates who meet the essential criteria in the person specification. Support is available at every stage of the process please email recruitment@homemcr.org if you have any questions related to support requirements.

Interviews will take place in person week commencing Monday 28th September
Some interview questions will be shared in advance to help prepare.

HOME strives to be an equal opportunity employer, committed to diversity and inclusion in the workplace.

Please note Due to the high volume of applications we are unable to respond to all applicants individually. If you have not heard from us before the interview date, unfortunately, you have not been shortlisted on this occasion. Regrettably, we are unable to provide feedback at the application stage for those not selected for interview.

Thank you for your interest in this post.



FUNDED BY



FOUNDING SUPPORTERS



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