

RECRUITMENT PACK

BFI Film Academy Internship
August 2026



HOME

WELCOME

Thank you for your interest in the role of BFI Film Academy Intern 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

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
- Individuals from lower socio-economic backgrounds
- Deaf, disabled and/or neurodiverse applicants
- People from the LGBTQIA+ community

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



KEY INFORMATION

Salary	Real Living Wage (£13.45) per hour paid last Friday of the month
Contract	Fixed Term 215 hours over 15 weeks – 5 th Oct 2026 - end date 10 th March 2027
Hours of work	Exact hours of work as required by the job, working evenings and weekends as appropriate. Refer to schedule on page 5 & 6
Dates to be available	Please see schedule below – Please be aware that these dates may change but you will be given two weeks' notice prior if this happens
Holidays	25 days per annum plus statutory holidays (pro rata)
Pension	GMAC offers pension with a 3% company contribution, available to those who are eligible
Other benefits	Discounted cinema tickets Discounted theatre tickets Employee Assistance Programme Birthday day off Mental Health First Aider team
Probationary period	4 weeks
Notice period	2 weeks

WORK SCHEDULE

Mon	05/10/2026	10-4pm (6 hours) Admin
Weds	07/10/2026	10-4pm (6 hours) Admin
Weds	14/10/2026	4.30-8.30pm (4 hours) Admin & BFI Academy Intro session
Sat	17/10/2026	9-5pm (8 hours) BFI Academy consortium Kick Off Day
Mon	26/10/2026	9-5pm (8 hours) BFI Academy masterclass days - preproduction
Tues	27/10/2026	9-5pm (8 hours) BFI Academy masterclass days - preproduction
Weds	28/10/2026	9-5pm (8 hours) BFI Academy masterclass days - preproduction
Sat	07/11/2026	9-5pm (8 hours) BFI Academy - preproduction
Sat	21/11/2026	9.30-5.30pm (8 hours) BFI Academy – Shoot 1
Sun	22/11/2026	9.30-5.30pm (8 hours) BFI Academy – Shoot 1
Sat	28/11/2026	9.30-5.30pm (8 hours) BFI Academy – Shoot 2
Sun	29/11/2026	9.30-5.30pm (8 hours) BFI Academy – Shoot 2
Wed	2/12/2026 or 9/12/2026 - TBC	16:00 – 20:00 pm (4 hours) BFI Academy Creative Industry screening and Q&A
Sat	05/12/26	10-2pm (4 hours) BFI Academy Trip
Weds	06/01/27	10-3pm (5 hours) Admin
Sat	09/01/27	9.30-4.30pm (7 hours) BFI Academy – Postproduction
Weds	13/01/27	10-3pm (5 hours) Admin

Sat	16/01/27	9.30-4.30pm (7 hours) BFI Academy – Postproduction
Weds	20/01/27	10-3pm (5 hours) Admin
Sat	23/01/27	9.30-4.30pm (7 hours) BFI Academy – Postproduction
Mon	25/01/27	10-4pm (6 hours) Admin
Weds	27/01/27	10-4pm (6 hours) Admin
Mon	01/02/27	10-4pm (6 hours) Admin
Weds	03/02/27	10-4pm (6 hours) Admin
Mon	08/02/27	10-4pm (6 hours) Admin
Weds	10/02/27	10-4pm (6 hours) Admin
Mon	17/02/27	10-4pm (6 hours) Admin
Sat	20/02/27	9-2pm (5 hours) BFI Academy Celebration Screening Event
Mon	22/02/27	10-4pm (6 hours) Admin
Weds	24/02/27	10-4pm (6 hours) Admin
Mon	01/03/27	10-4pm (6 hours) Admin
Weds	03/03/27	10-4pm (6 hours) Admin
Mon	08/03/27	10-4pm (6 hours) Admin
Weds	10/03/27	10-4pm (6 hours) Admin

JOB DESCRIPTION

Purpose

As the BFI Film Academy Intern, 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 Producer Assistant and Content Coordinator, working together to ensure that the 2026/27 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.

Main duties

1. 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
2. Completing administrative tasks such as responding to emails, managing the completion of consent forms, cash requisitions, managing contracts, inputting into the budget, ordering resources, printing materials, room bookings
3. Support the recruitment process for applicants including communicating with candidates, shortlisting applicants in line with the criteria, and supporting successful candidates through the enrolment process
4. Working closely with young people to promote engagement ensuring that participants' welfare remains central to the project. Capturing photographs throughout the course to use as part of the reporting process.

More Details

- HOME requests flexibility for the individual to work evenings and weekends (with advance notice) in line with the delivery of these events (HOME is mindful of any responsibilities outside of work and will aim to provide 2 weeks' notice where possible to allow provisions to be made).
- HOME will provide safeguarding training to ensure you are equipped with the information required to work in these environments safely.
- HOME will complete a DBS check as part of your enrolment once appointed.

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

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

	Essential	Desirable
Attitude	• Willingness to learn and ask questions • Keen interest in Film and working with young people. • Creative problem-solving and initiative to find ways to support the project. • Respectful and inclusive approach • Willingness to work collaboratively with a wide range of people • Willingness to take initiative and respond calmly under pressure	• A passion for inclusion as the project aims to reach those underrepresented in film.
Experience	• Working towards a goal as part of a team. • Technically literate to able to manage online sessions.	• Delivering online sessions (Via Zoom/ Team) • Experience of participating in the Young Film Collective or BFI Film Academy as a participant.
Practical Skills	• Ability to manage multiple tasks and maintain accurate records • Clear verbal and written communication • Basic understanding of how shoots are run • Punctual, dependable, and flexible with working hours • Proficient in Windows applications: Word, Excel, PowerPoint. • Proficient reading and writing skills (proofreading will be	• Experience with scheduling and production paperwork • Experience communicating across different teams • Use of a DSL camera to help capture content throughout the sessions

	provided and this position is suitable for those who may have challenges with spelling or grammar) • Familiarity with Outlook (or other email and calendar scheduling apps)	
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HOW TO APPLY

The deadline for applications is – Friday 28th August 2026 at 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 1A4 page. 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 667455 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 14th September 2026.

Interview questions will be shared in advance to allow you time to prepare

The start date for this internship will be week commencing 5th October 2026 subject to onboarding checks which include right to work and employment/relevant references.

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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