

RECRUITMENT PACK

Creative Engagement Film Practitioner
Full Time
August 2026



HOME

WELCOME

Thank you for your interest in the role of Creative Engagement Film Practitioner 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 on 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, Deaf, disabled applicants, individuals from lower socio-economic backgrounds, and people from the LGBTQIA+ community.

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



THE ROLE

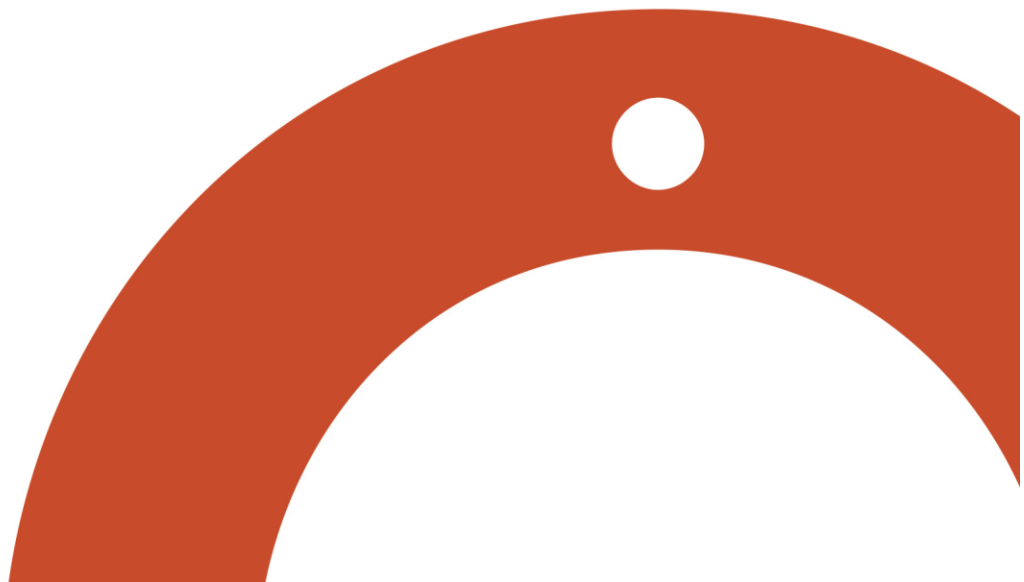
Job Context

The Creative Engagement Film Practitioner will effectively coordinate, administrate and deliver accessible and inclusive creative opportunities for Young People, Schools and Communities to engage with film. Leading large engagement programmes including the BFI Film Academy, HOME's Young Film Collective, film courses and study days, also contributing to the delivery of HOME's wider engagement offer.

Job Summary

The post holder will be a highly organised project lead who has a specialist interest or background in film, and experience working with young people. They will also have experience managing budgets and have a good understanding of financial processes and project administration. They will supervise freelance artists, internships and apprentices. They must demonstrate good communication skills and the ability to work independently and as part of a fast-paced team.

The Creative Engagement Film Practitioner will work closely with the Head of Creative Engagement and the wider Creative Engagement Team to ensure their work supports the organisation's strategy. They will work effectively with other departments at HOME to develop a dynamic, creative programme that enables **everyone** to access art and culture.



KEY INFORMATION

Salary	£29,832 per annum
Contract	Permanent, full time (5 days p/w)
Hours of work	40 hours, including 1 hour paid lunch breaks Exact hours of work as required by the job, working evenings and weekends as appropriate. Overtime payments will not be made, however time off in lieu will be available to cover additional hours worked with your Line Manager's agreement.
Place of work	HOME's offices are at 2 Tony Wilson Place, M15 4FN
Holidays	25 days per annum plus statutory holidays (pro rata)
Pension	GMAC offers a pension with a 3% company contribution, available to those who are eligible
Other benefits	Discounted cinema and theatre tickets Employee Assistance Programme Option to purchase additional holidays Birthday day off Cycle to work and Tech scheme to those who are eligible after probation
Probationary period	6 months
Notice period	1 month during probationary period, 2 months thereafter

JOB DESCRIPTION

Purpose

Lead the coordination, administration and delivery of HOME's film engagement programmes.

The Creative Engagement Film Practitioner will manage multiple large projects. Creating opportunities for young people to access film, building practical filmmaking skills and a wider understanding of the film sector. They will programme and produce film workshops, screenings and networking events. Proactively shaping pathways to careers in the arts and consistently ensuring our work is reflective of Manchester's diverse communities. The role will develop key relationships with industry partners including the BFI, education providers, arts organisations and community organisations. Implementing effective project management in order to deliver a high-quality offer for Young People, Schools and Communities.

Team	Creative Engagement
Reports to	Head of Creative Engagement
Responsible for	Supervising freelance artists, internships and apprentices

Main duties

1. Working closely with the Head of Creative Engagement to deliver HOME's year-round Creative Engagement offer for young people, schools and communities.
2. Lead multiple Creative Engagement film projects, be part of working groups, and collaborate with colleagues to ensure that the engagement programme links directly to and is part of HOME's overall programme – as directed by the Head of Creative Engagement or CEO.
3. Lead the BFI Film Academy North, holding relationships with core partners and stakeholders. Implementing effective project management and embedding best practice to ensure set outcomes and outputs are delivered in a timely manner.
4. Recruit, contract, liaise and supervise freelance artists, filmmakers and other creative practitioners engaged in the delivery of projects.
5. Effectively manage project budgets, regularly reporting to the Head of Creative Engagement.
6. With a high level of project administration, manage time and resources and implement effective administration processes in order to produce high-quality work.
7. Develop opportunities and shape pathways to careers for young people and communities. Supervise the BFI Intern and BFI Apprentice.
8. Maintain a working knowledge of and participate in regional and national engagement and film networks, to keep up to speed with developments in the industry.
9. Work with the Marketing and Communications team to ensure work is effectively promoted. Regularly writing copy and providing content for social media and updating the website in order to raise the profile of HOME's Creative Engagement work at a local and national level.
10. Work with HOME's Development Team to identify and support fundraising and reporting when needed.
11. Develop and implement an effective monitoring and evaluation strategy for the programme and to provide written reports when required.
12. Represent GMAC at relevant conferences and events and be an advocate for this programme of work internally, locally, regionally and nationally.
13. Work collaboratively and supportively as a member of the HOME Team, playing a key role in developing and delivering an integrated, inclusive, vibrant, and creative programme of work.

14. Embed Diversity and Inclusion across the organisation.

Additional duties

- Perform all tasks in line with HOME's commitment to providing the widest audience access.
- Be an advocate and ambassador for the organisation.
- Implement GMAC policies, in particular those around diversity, environmental sustainability, positive work environment and sexual harassment, access, safeguarding and GDPR.
- Keep up to date with financial, administrative and operational best practice.
- Carry out duties as deemed appropriate by the Head of Creative Engagement.
- Work evenings and weekends as appropriate.
- Undertake national and international travel as 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	Experience in the delivery of high-quality film-based projects for young people, schools or communities. Experience of building purposeful partnerships with a variety of organisations across sectors (for example, community, voluntary, education, cultural sector, local authority) Experience in project management - managing multiple projects and implementing effective, administration and budgeting processes. Experience of implementing effective monitoring and evaluation methods. Experience in writing reports for management, trustees, funders or wider stakeholders.	Experience in producing films
Skills and Knowledge	A demonstrated understanding of safeguarding and child protection. An understanding of the film industry and film education landscape, particularly within the North of England. Ability to manage multiple projects within a fast-paced environment, effectively meeting deadlines. Ability to respond quickly to problem solve and meet the needs of the programme Ability to plan, schedule and manage time and resources in order to deliver high-quality creative programmes. Effective administrative and IT skills (Excel, Outlook, Teams, PowerPoint, SharePoint) with excellent attention to detail. Excellent communication skills.	
Other requirements	A drive to promote access to art and culture.	

	Ability to proactively work both as part of a team and independently. Flexibility and ability to work evenings and weekends as required Able to handle sensitive information with confidentiality	
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HOW TO APPLY

The deadline for applications is – 6pm - Monday 31 August 2026

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 2 A4 pages. Alternatively, this can be provided as a short video/audio response no more than 10 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 993430** 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 on Thursday 10th September 2026

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.



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