

## JOB DESCRIPTION – Film Education Officer

<b>Job title</b>	<b>Film Education Officer</b>
<b>Salary</b>	£21,000 – £22,500 per annum, based on experience (pro rata to £8,400 – £9,000 for 0.4FTE for six months)
<b>Location</b>	Rich Mix, 35-47 Bethnal Green Road, London E1 6LA Combination of home working and office based during COVID-19
<b>Line managed by</b>	CEO
<b>Reporting to</b>	Schools and Outreach Officer
<b>Contract type</b>	Part-time (0.4FTE) fixed term for six months (Jan – July 2021) with the possibility of a further extension dependent on funding
<b>Hours</b>	16 hours (0.4 FTE) per week including one-hour paid lunch per 8-hour day Some flexible working required, to include evenings and weekend events out of office hours
<b>Start date</b>	Immediate (January 2021)
<b>Probation period</b>	3 months
<b>Notice period</b>	1 month's notice in writing on either side on successful completion of probation
<b>Deadline for applications</b>	5 January 2021 midday
<b>Interview period</b>	7 – 8 January 2021

## ABOUT RICH MIX

Rich Mix is a dynamic arts centre and creative hub in the heart of Shoreditch in east London. Launched in 2006, we connect some of the city's most adventurous and diverse audiences to a vital, exciting and ambitious programme of contemporary culture.

Our wide-ranging programme consists of around 500 events every year and includes live music, performance, dance, spoken word, theatre and exhibitions as well as new release studio and independent cinema across our three screens. Through our learning and participation programmes, we develop and facilitate the creative potential of young people and wide-ranging communities from across east London.

Our diversity extends beyond our daily programme of events. A Shoreditch landmark, our building provides a home for some of the city's most socially progressive and innovative creative businesses with currently 25 organisations housing more than 200 people.

We are a National Portfolio Organisation of Arts Council England and its investment allows us to broaden the scope, scale and ambition as well as the diversity of our programme.

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Prior to the Covid-19 pandemic we generated around 80% of our annual turnover through cinema ticket sales, space hire, tenancies to creative and cultural businesses, and bar revenue.

Our building closed to the public in March 2020 and commenced a gradual re-opening from September 2020. This has begun with a reduced cinema programme, private hires and learning and participation programme in line with social distancing requirements. We await further guidance from the government regarding our live programme which is unlikely to commence before April 2021. We opened the building to our residents in June and a small number of Rich Mix staff are providing support services in the building. Office based staff are currently working remotely from home, or in the building where necessary, and we anticipate this will continue for the foreseeable future.

[richmix.org.uk](http://richmix.org.uk) / @RichMixLondon

## PURPOSE OF THE ROLE

The **Film Education Officer** will work as part of Rich Mix's Learning and Participation team, leading on a programme of film and media education as part of the Pic 'n' Mix initiative, 'My Story, Our Story', with primary schools in the London Borough of Tower Hamlets (LBTH). The programme consists of a range of onsite, online and offsite creative film and media learning for teachers through CPD (Continuing Professional Development) sessions and pupils through film screenings, engaging them in visual literacy activities and hands-on practical filmmaking sessions, culminating in a film festival at Rich Mix for the contributing schools.

The role involves facilitating practical filmmaking workshops in six schools alongside teachers, liaising with teachers to devise the content and approaches appropriate for the project brief, curriculum objectives and script ideas created by pupils. The practical filmmaking experience is complimented by experiences of learning about film as an audience, aiming to develop a passion for cinema.

The postholder will be responsible for technical production of the final compilation film for sharing online and screened at a Rich Mix event, and contributing to a post-programme report including monitoring and evaluation feedback.

This role is currently funded by project grants. We will continue to fundraise to support this post in the longer-term as we expand our film education programme to encompass work with young people, families and communities.

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CHARITY NO: 1089163 / COMPANY NO: 4293133  
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## KEY RESPONSIBILITIES

### Programme management

- Act as the first point of contact for the six participating LBTH primary schools, liaising with teachers via phone, email, online and in person
- Coordinate information surveyed from schools to create and maintain a schedule and timetable of activity, including screenings and workshops
- Use Artifax Event to collate event information. Software training will be provided as necessary
- Attend team meetings as required to share programme detail
- Devise and promote the Film Festival day with Schools, liaising with special guests and partners about roles for the day, including Q&As
- Work in collaboration with Learning and Participation and Marketing teams, ensuring that all programme messaging remains consistent

### Schools work

- Support the Schools and Outreach Officer in facilitation of Teachers Literacy and Filmmaking CPD online training session, focussing in particular on filmmaking aspects
- Provide detailed 'Filmmakers in Schools' workshop plans based on one-to-one communications with teachers. Highlight outcomes achieved for pupils and teachers at each stage and how evaluation will be gathered
- Facilitate two half-day film workshops per school. Assist in facilitating observation by Rich Mix staff, partners and funders
- Support schools to complete films to deadlines by liaising with teachers to ensure sufficient completion of editing and post-production

### Production work

- Liaise with partners, Into Film, regarding the production of the Into Film Festival
- Coordinate production of the school's film screenings with the technical team and other colleagues
- Risk assess activity inhouse and offsite with due regard to Health & Safety and COVID-secure processes. Training will be provided as necessary
- Complete post production of school's films to compile a final showreel (including titles and credits etc.)
- Deliver completed films ready for screening at Rich Mix and sharing online
- Coordinate and produce the Film Festival day; liaising with schools and Rich Mix teams
- Co-host and compère the festival

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## Data and reporting

- Organise and gather monitoring and evaluation data and parental consents from schools prior to the beginning of the programme, ensuring that safeguarding and child protection is a priority
- Prepare mid-project report for the Schools and Outreach Officer, detailing Key Performance Indicators. Training to be provided as necessary
- Lead on evaluation of programme with pupils and teachers, collating post-programme surveys and data. Training to be provided as necessary
- Assist in completing reports for funders

## General

- Attend a range of Rich Mix events
- Ensure Rich Mix's policies as outlined in the Staff Handbook, including Equal Opportunities & Diversity and Environmental Policies, are implemented and reflected in all aspects of your work
- Maintain the safety of participants and staff members by complying with Rich Mix policies, relevant Health & Safety and environmental legislation and any other relevant statutory requirements
- Undertake any other duties commensurate with the status of the role and in keeping with its overall purpose

## PERSON SPECIFICATION

### Essential skills, knowledge and experience

- Experience of delivering and facilitating creative workshops for children, young people or in education settings, ideally for primary schools, ideally on filmmaking
- Experience of digital filmmaking, editing and post-production, ideally including of animation
- Knowledge of education frameworks
- Current enhanced DBS check, or willingness to have one completed
- Knowledge of child protection legislation and safeguarding
- Good film knowledge and a passion for film
- A positive and can-do attitude, keen to use your own initiative in a vibrant arts environment
- Ability to work independently and remotely as required
- A team player with the ability to work collaboratively
- Organised, with the ability to prioritise workload effectively and work to deadlines
- Good IT software skills, especially Microsoft Word and Outlook



- Good communication skills, both verbal and written, and the ability to relate to a wide range of people
- A genuine passion for the arts and a keen interest in the work, mission, vision and values of Rich Mix
- Understanding of the importance of inclusion and diversity in the workplace
- Understanding of the importance of working in an environmentally sustainable manner

### Desirable skills, knowledge and experience

- Teaching qualification
- Experience of delivering after school / holiday activities
- Experience of facilitating family learning workshops
- A proven track record of organising and delivering events
- Experience of capturing and evaluating data and reporting outputs and outcomes
- Awareness and understanding of issues related to GDPR legislature that impact project delivery
- Knowledge of Tower Hamlets and East London, ideally with experience of working in this area
- Experience working in a venue, preferably in a performing arts venue
- Familiarity with Artifiix Event management software or similar event management software
- Experience using Microsoft Excel, OneDrive, SharePoint and Teams

### PLEASE NOTE

This job description reflects the requirements of Rich Mix in December 2020 as we re-open Rich Mix to the public following the devastating impact of Covid-19 on Rich Mix. The role and duties of the post are subject to change as the arts sector emerges from the impact of the pandemic and in line with evolving government regulations affecting our operations. Rich Mix reserves the right to make such changes as are necessary after any changes required have been discussed with the post-holder.

### HOW TO APPLY

Please complete an **Application Form** and Equal Opportunities Monitoring Form and send to Joanne Williams, Executive Coordinator, at [recruitment@richmix.org.uk](mailto:recruitment@richmix.org.uk) by **5 January 2021 at 12 midday**. Please ensure you include '**Application: Film Education Officer**' in the subject heading of your email. There is no need to send a CV, cover letter or other supporting documents.

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We actively encourage people from a variety of backgrounds with different experiences, skills and perspectives to join us and influence and develop our working culture. We are particularly keen to hear from people of colour and candidates who self-identify as disabled.

If you would like this in a different format please contact [recruitment@richmix.org.uk](mailto:recruitment@richmix.org.uk).

**-END-**

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