

The background of the entire page is a photograph of a group of students sitting in a dark room, likely a cinema or lecture hall. They are all facing forward, and several of them have their hands raised in the air, suggesting an interactive session or a Q&A period. The students are wearing school uniforms, including dark jackets and blue tracksuits. The lighting is dim, with a bright rectangular light source visible in the background.

**RICH
MIX**



Supported using public funding by
**ARTS COUNCIL
ENGLAND**

SCHOOLS AND FILM EDUCATION COORDINATOR

RECRUITMENT PACK | DEC 2025

JOB DESCRIPTION

JOB TITLE | Schools and Film Education Coordinator

SALARY | £27,000 – £28,000 per annum dependent on experience

LOCATION | Rich Mix, 35-47 Bethnal Green Road, London E1 6LA

LINE MANAGED BY | Producer

CONTRACT TYPE | Fixed term to August 2026 (six months) with possibility of extension

HOURS | 35 hours per week excluding lunch breaks. Some flexible working required, to include evenings and weekend events out of office hours.

ANNUAL LEAVE | 25 days plus bank holidays (pro rata)

PROBATION PERIOD | Three months

NOTICE PERIOD | One month's notice in writing on either side on successful completion of probation.

CLOSING DATE | 9am on Tuesday 6 January 2026

INTERVIEW DATE | Friday 9 and Monday 12 January 2026



WHO WE ARE



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.

Launched in 2006, we offer a wide-ranging programme, encompassing music, performance, spoken word, and exhibitions, alongside mainstream releases, festivals and independent film across our three cinema screens. We believe in the power of creativity to transform lives, and through our Creative Engagement programmes, we develop and facilitate the creative potential of young people and wide-ranging communities from across East London.

Our commitment to diversity extends beyond our daily programme. A Shoreditch landmark, our building provides a home for more than 20 of the city's most socially progressive and innovative creative businesses, employing over 200 people.

Rich Mix has recently undergone an exciting period of organisational change, revitalising our vision with a renewed focus on music and film. This strategic shift will allow us to strengthen our offer, deepen our engagement with audiences, and further establish ourselves as a leading destination for these art forms.

As a National Portfolio Organisation of Arts Council England, we value their investment, which enables us to expand the scope, scale, and ambition of our programme. We are committed to growing a sustainable business model, building upon our current success with diverse income streams, including cinema and programme ticket sales, space hire, grants and donations, tenancies and bar revenue. This diversified approach, alongside ACE funding, will ensure our continued and expanding contribution to the cultural landscape of East London.

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 Global Majority candidates and candidates who self-identify as disabled.

richmix.org.uk / [@RichMixLondon](https://twitter.com/RichMixLondon)

PURPOSE OF THE ROLE

The **Schools and Film Education Coordinator** will work as part of Rich Mix's Creative Engagement team, leading **Flip the Script** – the programme connecting our schools work with Rich Mix's vision to deliver Culture for a Changing City.

The Schools and Film Education Coordinator will liaise with Artistic Advisors, Associate Artists and the wider Programming and Creative Engagement teams to develop and drive the creative vision of the schools programme, developing skills, knowledge, confidence and wellbeing for those least likely to access the arts.

The postholder will facilitate practical filmmaking workshops alongside teachers, both in schools and at Rich Mix, liaising with teachers to devise content and approaches appropriate for the project brief, curriculum objectives and script ideas created by pupils. The practical filmmaking experience is complemented by learning about film as an audience member, aiming to develop a passion for cinema.

The postholder will also be responsible for the production of the final compilation films to be shared with schools, and screened at the end-of-year celebratory event.

Whilst the activity to be delivered is already set out, the role welcomes creativity in the planning and delivery of programme content. Flexibility in working patterns to align with school schedules is essential, with TOIL (Time Off In Lieu) in place.

FLIP THE SCRIPT

Flip the Script consists of a range of onsite, online and offsite creative film workshops, focusing on decolonising the curriculum. The 2026 programme includes:

- Onboarding and CPD sessions with participating schools
- 4 in-school curriculum-based film and creative literacy workshops for 8 schools, leading to one film per school. Delivered in partnership with Associate Artists and school staff, culminating in a film premiere with red carpet and Q&A at Rich Mix, plus an assembly sharing at each school
- 2 sets of film education screenings across the school year with talkbacks, planned, curated and delivered in partnership with Into Film and led by the post holder
- CPD sessions for teachers and networking events, planned and delivered with Into Film and the Associate Artists
- After School Club (delivered by a Freelance Creative Facilitator); thematic sessions with two additional local primary schools which include termly sharings.

KEY RESPONSIBILITIES

PROJECT COORDINATION: SCHOOLS

- Project manage and facilitate, as appropriate, all elements of our schools work, either off-site, in schools or in-house, including Flip the Script, and oversee the delivery of the programme
- Recruitment of schools to Flip the Script
- Developing relationships with schools across East London, primarily in Tower Hamlets and Hackney, including teachers, pupils, parents and carers
- Develop and coordinate a programme of creative teacher CPD training in conjunction with Tower Hamlets Arts and Music Education Service (THAMES) and other providers, Rich Mix Associate Artists and residents
- Deliver educational film screenings for local schools, including talk backs and resource development for further learning

RELATIONSHIP BUILDING

- Act as the first point of contact for local schools and arts organisations (including THAMES) delivering projects at Rich Mix, liaising with the relevant Rich Mix teams
- Be the main contact for group bookings including liaising with teachers and the Creative Engagement team to organise school screenings

FINANCE AND CONTRACTING

- Monitor and track the schools programme budget in collaboration with the Finance team and Head of Development, ensuring projects are delivered to budget and reported to funders
- Oversee and deliver all contracting of partners, schools and facilitators in relation to schools projects



KEY RESPONSIBILITIES

EVALUATION AND REPORTING

- Coordination and delivery of all elements of the Evaluation Framework for Schools
- Develop and coordinate a monitoring and evaluation framework that measures outcomes for the Schools programme and supports the overall delivery of Rich Mix strategic aims, vision and mission.
- Assist in completing reports for funders in discussion with the Head of Development, fundraising consultant and Producer.
- In discussion with the Head of Development, ensure that new projects are evaluated and developed in line with the objectives of the borough and our key funders.
- Work with wider Creative Engagement team to ensure that schools programmes connect with our overall vision, promoting multiple entry points for participants

GENERAL

- Alongside the wider Rich Mix team, create a safe, open, welcoming space where teachers, children and young people can thrive creatively and personally.
- Liaise with the Programming team to produce all in-house elements of the schools programme.
- Liaise with the Marketing team to plan and implement regular communications to our schools audiences, to ensure the widest range of participants are aware of and can access our programme e.g. termly newsletters, ticket offers and local and national event promotion networks, ensuring that all messaging remains consistent.
- Liaise with artistic partners and the Marketing team to ensure smooth delivery of online sessions.
- Assist the wider Rich Mix team with promotion of the artistic programme to local schools, as directed by the Producer and Head of Marketing and Communications.
- Work within Rich Mix's Safeguarding Policy at all times, reporting any disclosures that arise directly to the designated Safeguarding Lead.
- Work alongside Rich Mix's Operations Team to ensure all inhouse and offsite activities are delivered in line with risk assessments, the Health & Safety policy, and any other relevant statutory requirements (training provided as necessary).
- Attend a range of internal and external Rich Mix events and meetings, representing Rich Mix as appropriate and foster new networks.
- 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.
- Undertake any other duties commensurate with the status of the role and in keeping with its overall purpose.

This job description reflects the requirements of Rich Mix in December 2025. The role and duties of the post are subject to change in line with the future development of the organisation. Rich Mix reserves the right to make such changes as are necessary after any changes required have been discussed with the post-holder.

PERSON SPECIFICATION

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE

- Proven experience of devising / facilitating creative workshops for teachers, young people and children
- Experience of digital filmmaking, editing and post-production, ideally including animation and the ability to edit footage in a child friendly way
- Experience of delivering work that is inclusive and accessible to young people and children in school settings, both in person and online
- Ability to connect, inspire, and engage people who are likely to be engaging in the arts for the first time
- Good film knowledge and a passion for film
- A genuine passion for the arts and a keen interest in the work, mission, vision, and values of Rich Mix
- An understanding of and interest in diversifying and decolonising the curriculum
- Knowledge of fundraising applications, principles and methods
- Good working knowledge of safeguarding procedures and best practice
- Current enhanced DBS check, or willingness to have one completed
- A positive and can-do attitude, keen to use your own initiative in a vibrant arts environment
- Ability to work independently and/or remotely as required
- Organised, with the ability to prioritise workload effectively and work to deadlines
- Good IT software skills, especially Microsoft Word, Excel and Outlook
- Good communications skills, both verbal and written, and the ability to relate to a wide range of people
- Some experience or understanding of running effective monitoring and evaluation frameworks and providing reports to funders with a desire to learn and develop
- Understanding of the importance of diversity and inclusion in the workplace
- Understanding of the importance of working in an environmentally sustainable manner

DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE

- Knowledge of and networks in Tower Hamlets and East London, particularly education services and cultural partners
- Knowledge of education frameworks
- Experience of the formal educational environment
- Experience of producing projects and performances from inception to delivery
- Experience of contributing to successful fundraising applications
- Experience in conflict management, de-escalation/behaviour management techniques, diversity politics
- Awareness and understanding of issues related to GDPR legislation that impact project delivery
- Management of freelancers
- Experience of working in a venue, preferably a performing arts venue
- Familiarity with Artifax Event management software or similar event management software

HOW TO APPLY

Please complete our online Application Form.

CLOSING DATE | 9am, Tuesday 6 January 2026

INTERVIEWS | Friday 9 and Monday 12 January 2026

If you would like to apply in a different format, please contact recruitment@richmix.org.uk to arrange this.

DATA PROTECTION NOTICE

Equal Opportunities Monitoring forms are not shared with the hiring panel and are kept securely and only used for aggregated and anonymised reporting.

By applying for this role you consent to Rich Mix processing any personal data you include within your application. All personal data submitted will be processed and stored in accordance with the requirements of the UK Data Protection Act 2018.



RICH MIX

GET IN TOUCH

For more information or to have an informal chat about the role please email recruitment@richmix.org.uk

PHOTOGRAPHY CREDITS

Bettina Adela, Craig Gibson & Emma Jones

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@richmixlondon