



## Recruitment Pack

# (i)FEATURES

## Lab Producer

This pack will provide you with the information required to assist you with your application.

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# 1. Job Advert

Creative England was founded on the belief that talent is everywhere but opportunity is not. We have an exceptional opportunity for a part-time Lab Producer to support a premier UK filmmaking programme.

iFeatures drives the development of low-budget high-quality debut features, realising the talent of the next generation of filmmakers. Fostering the most outstanding, daring and distinctive new storytellers from across the UK we seek talent and give them the opportunity to experiment, develop their voice, and create contemporary films that speak to a world audience.

Critically acclaimed films from the iFeatures family have premiered at Sundance, Toronto, Venice and Berlin, and won awards at BAFTA, BIFA, EFA and festivals worldwide - including *Lady Macbeth*, *God's Own Country*, *Apostasy*, *The Levelling*, *The Last Tree*, *Adult Life Skills*, *Pin Cushion* and *The Goob*. iFeatures is run by Creative England in close collaboration with its key partners, made possible through National Lottery funding from BFI, support from BBC Films and the ScreenSkills Film Skills Fund with contributions from UK film productions.

Our Lab Producer will work at the heart of the design and delivery of a series of residential events running through the programme. This is a perfect match for a seasoned part-time freelancer with previous experience across talent development and/or film production.

**LOCATION:** Greater Manchester, Bristol or London but can be flexible\* to applicants outside of these areas.

**CONTRACT:** Freelance engagement approx 40 days, starting mid-late May 2019 to February 2020

**FEE:** up to £250 per day dependent on experience

**DEADLINE:** 11<sup>th</sup> April 2019 (midday)

**INTERVIEWS:** w/c 29<sup>th</sup> April 2019

*\*Creative England promotes cultural diversity  
and equal opportunities for all*



## 2. How to Apply

Please read all of the information in this pack before progressing with an application. Applications must include a CV and cover letter, ensuring that you meet a majority of the criteria set out in the person specification. You should also include the contact details and details of two professional references (preferably emails). You should also state your current location.

You should email your application to [jobs@creativeengland.co.uk](mailto:jobs@creativeengland.co.uk) OR post (registered only) FAO Caroline Hinds, Director of People & Operations, Creative England, The Greenhouse, Pod 11, 111 Broadway, MediaCityUK, M50 2EQ.

The **deadline** for applications is **11<sup>th</sup> April 2019 midday** but we may close earlier dependent on volume of applications so please do forward your CV and cover letter asap!

You will receive an acknowledgement email within a few days. It is company policy to only contact shortlisted candidates, we do not provide feedback at application stage.

**Interviews will take place w/c 29<sup>th</sup> April 2019, location tbc.**

*Creative England is committed to ensuring personal data is processed in line with GDPR. If you would like further information relating to our Data Protection policies for job applicants please direct your request to the Director of People & Ops*



# 3. The Role

The iFeatures Lab Producer will work at the heart of the design and delivery of a series of residential Lab events running through the annual programme.

Our Lab Producer will be responsible for:

- Leading on the Lab design, planning and delivery, and securing high-level guest speakers and contributors, working closely with and supported by the iFeatures team at Creative England and our partners.
- Planning and organising residentials, including effective calibration with the concurrent project development process, close collaboration with BFI NETWORK and BFI London Film Festival for the @LFF Lab, and ensuring the right venues and facilities are identified and secured for all events
- Ensuring that the individual and team needs of the iFeatures cohort are understood and taken into account in the design and delivery of Lab events
- Facilitating the Labs with the iFeatures team, including welcoming the cohort, setting the tone and ensuring on-going participation, leading and facilitating sessions such as workshops or Q&A panels with guests, supporting participants as they and their project engage with the Lab content

The role will have administrative/co-ordinating/skills support within Creative England for organisation, and on-going collaboration and support from the Head of Film, but is 'hands-on' with the design and delivery of Lab events.

We are looking for a seasoned part-time freelancer who can offer:

- ✓ Experience of successfully delivering high quality talent events
- ✓ Existing relationships and contacts with established film talent and with British and international industry
- ✓ Knowledge of existing international talent labs and an appreciation of where iFeatures sits within this landscape as a world-class development programme
- ✓ A passion for helping establish diverse emerging talent and a sensitivity to their professional needs

The previous experience of applicants may include talent development or film production, but could include relevant experience across, for example, international programming, journalism and PR.



## 4. The Package

This opportunity is being offered under a part-time associate contract. Our daily fee may be negotiable for the right candidate, as a guidance this is likely to be up to £250 per day. The engagement period will need to commence no later than end of May 2019 and will run until the end of February 2020.

It is essential that the Lab Producer is available for key Lab dates outlined below; we also aim for them to be available for cohort selection interviews w/c 3<sup>rd</sup> June 2019 in London.

- Bootcamp, 1-2 days w/c 1<sup>st</sup> July 2019 (London)
- Story Lab, 3-4 days early-August 2019
- iFeatures@LFF, 3-4 days between 9<sup>th</sup> to 20<sup>th</sup> October 2019
- Production Lab, 2-3 days early-February 2020

We anticipate up to 40 days services required for the duration of this engagement. However, this will require flexibility to programme resource requirements. Creative England will discuss terms at the point of offer.

*We ensure Creative England meets all its statutory requirements in relation to the GDPR and Freedom of Information*

*All staff must develop Creative England's commitment to equal opportunities and promote non-discriminatory practices in all aspects of work undertaken*

*This job description is not intended to be either prescriptive or exhaustive; it is Issued as a framework to outline the main areas of responsibility at the time of writing*



# 5. About us

## CREATIVE ENGLAND: OUR VISION

Accelerating England's creative businesses and talent to be inspirational, successful and innovative: a platform for new voices, building economic growth that benefits our nation

### What we do

- Grow talent and businesses
- Address market failure and raise ambition
- Build the right climate for creative industries to thrive

### Why we do it

- Because England's creative businesses are already a big success.
- They generate jobs, profile and value. They drive innovation. We can help raise their ambition further .
- But some are under-capitalised and under-skilled. They need better access to mentoring, infrastructure, business planning, finance, markets, new ideas and wider networks.
- Because there is a damaging inequality of access to these things between London and the rest of the country, talent is wasted, opportunities are lost. We believe London's world position should benefit the whole country.

### How we do it

- We don't just invest money; we provide a 'money plus' service. We are building strong, long-term relationships with industry and our partners.
- We provide practical support for film and TV production; organise networking and events; provide mentoring, information and business advice.
- We connect and combine local knowledge with national and international reach.
- We help grow talent and businesses
- We help secure a sustainable infrastructure of support for creative companies outside London
- We identify new and expanding markets for creative content
- We promote the creative talent of the English regions to the world
- We champion the economic and cultural contribution of the creative industries

## **i**FEATURES

This is our sixth iteration of iFeatures and we are very proud to continue building on its success. iFeatures is a premier UK filmmaking programme, driving the development of low-budget high-quality debut features and realising the talent of the next generation of filmmakers. iFeatures fosters the most outstanding, daring and distinctive new storytellers from across the UK by seeking out talent and giving them the opportunity to experiment, develop their voice, and create contemporary films that speak to a world audience. Critically acclaimed films from the iFeatures family have premiered at Sundance, Toronto, Venice and Berlin, and won awards at BAFTA, BIFA, EFA and festivals worldwide - including Lady Macbeth, God's Own Country, Apostasy, The Levelling, The Last Tree, Adult Life Skills, Pin Cushion and The Goob. iFeatures is run by Creative England in close collaboration with its key partners, made possible through National Lottery funding from BFI, support from BBC Films and the ScreenSkills Film Skills Fund with contributions from UK film productions.