



Aunty Social is seeking staff to support their upcoming BFI-supported Young Filmmakers Club.

This spring, we're launching a new club that will support 15 budding filmmakers aged 12-15 yrs. They'll learn how films are made and try out lots of different skills including scriptwriting, model-making, filming on location, cinematography and video editing. Their final film will be shown at a big showcase event for friends and family.

The role will start week commencing 22 March 2021, please note that the start/end dates may alter slightly depending on Coronavirus safety restrictions.

If you are interested, please submit a CV and either:

- a short covering letter explaining why you would like the role and why how you meet the requirements

OR

- A link to a short video explaining why you would like the role and why how you meet the requirements

Please send your application email to info@auntysocial.co.uk

Closing date: 12 noon Friday 12 March 2021

If you have any questions please email info@auntysocial.co.uk

Aunty Social CIC - reg. 08399715
Registered office: Charabanc, 1 Olympia Buildings, Coronation St, Blackpool FY1 4NY

www.auntysocial.co.uk

info@auntysocial.co.uk

Film Club Coordinator

- Expected time commitment:
 - 1 day per week (7.5 hours - this can be split into 2 half days per week)
 - 11 weeks, between 22 March 2021 and 19 June 2021
 - Includes 30 min lunch break
- Pay
 - £11 per hour
 - PAYE
 - Paid monthly
- Location
 - Working from home
 - Some meetings/sessions in central Blackpool - Coronavirus restrictions allowing.

The Film Club Coordinator will act as the link between project partners, Aunty Social, Blackpool and the Fylde College and the Magic Club. The Coordinator is also the key contact for film club participants.

Duties

Day-to-day management of the project

- Supporting the session delivery staff with general session coordination and admin
- Promoting film club activity online
- Liaising with:
 - Venues
 - Industry guests
 - Film Club Assistants
 - Participants
- Maintain record keeping and administration systems and ensure data is available to report to funders
- Manages own workload with guidance from Aunty Social director

The Film Club Coordinator is not expected to attend the activity days.

This is an ideal role for someone starting out in arts administration, it is especially suited to those who would like to lead or plan community art projects in the future.

Tasks and responsibilities

Supporting the delivery staff and industry guests by:

- Coordinating communication with course participants:
 - Sending out session information and follow up materials
 - Allocating travel bursaries and booking travel where needed

- Acting as the main point of contact for the young people and their parents/responsible adults.
- Collecting feedback
- Communicating with venues re: bookings, lunches and equipment
- Liaising with industry guests: making arrangements for their attendance at special sessions
- Supporting Film Club Assistants:
 - Sending out session information, logging hours, general queries and requests
 - Collecting assistants' diary notes, photos and film clips for reporting purposes
- If coronavirus restrictions do not allow physical sessions, you will assist with setting up the online sessions (via Zoom).

Other tasks

- Support the Aunty Social board with organising and promoting the June showcase event
- Plan and manage social media update posts
- Monitoring the project budget
- Always acting in accordance with Aunty Social's policies. With special regard to:
 - Health and Safety; and
 - Safeguarding. Please note that this role requires a DBS check.

Skills

- Well organised team worker
- Self motivated and resourceful
- Confidence and ability to communicate with groups and individuals in local communities
- Ability to prioritise work under pressure with good time management skills
- Excellent communication skills both verbal and written
- A working understanding of:
 - Word or Pages, Excel or Numbers,
 - Google Drive (including Forms, Docs, Sheets)

Reporting

- The Film Club Coordinator will report to a named Aunty Social director

