**PROJECT MANAGER: Information for Applicants**

**Status: Freelance, initial 12 Month Contract**

**Location: Barrow in Furness, Cumbria**

**Fees: In the region of £22-24,000 annually depending on experience**

Signal Film and Media is an award winning film and digital media company with a reputation for both high quality professional short film production and a wide range of community engagement media projects. As a charity the organisation offers a year-round programme of film, media and arts activities from their base in the Cooke’s Studios, a new £2m creative media centre in a refurbished Grade II listed building in Barrow.

If you have a passion for film and media and current experience of delivering high quality, youth and community projects this is an exciting opportunity for you to further develop your skills and gain valuable experience as part of a small professional team. You will be expected to take a leading role in developing and delivering Signal’s extensive and highly acclaimed youth and community film and digital media programme. Essential skills include project management and administration, use of creative IT, clear and appropriate communication and an ability to share your enthusiasm with others.

**Deadline for receipt of completed applications: 12 noon, Monday 17th February.**

**Interviews will take place in week beginning 3rd March.**

**This document includes:**

1. Signal Film and Media: About us
2. Job Description
3. Person Specification
4. Guidance on completing the Application Form

**A separate Application Form is provided either by email or by download from our website. You must use this form to apply for this position.**

PLEASE READ ALL THE DOCUMENTS CAREFULLY BEFORE APPLYING

**Please send your completed application form by email to:**

info@signalfilmandmedia.co.uk with subject of the email as **‘Project Manager Application’**

We will contact all shortlisted candidates by Monday 24th February to invite you to an interview therefore if you have not heard by this date we regret that on this occasion your application has been unsuccessful. Thank you for your interest in Signal Film and Media, we look forward to receiving your application.

1. **About us**

**The company**

Founded in 2008 by Kerry Kolbe and Loren Slater, Signal Film and Media is an award winning film and digital media company with a reputation for both high quality professional short film production and a wide range of community engagement digital media projects.

The company is based in Barrow in Furness at Cooke’s Studios, a newly refurbished Grade II listed building. This specially designed and equipped new Media and Arts Centre offers workshop, office, exhibition and cinema space alongside state-of-the-art digital production facilities, including a range of high definition cameras and filming equipment and studios with Final Cut Studio edit suites.

Signal Film and Media is a registered charity and raises funds from a wide range of sources to support an extensive programme of youth and community engaged digital media and film projects. The company has won several awards for short film production and is a Regional Delivery Partner for the BFI Film Academy. We are an Arts Award Centre and deliver a high quality experience for participants that meets the most exacting artistic standards.

1. **Project Manager: Job Description**

**Reporting to: The Programme Manager**

**Key Tasks and Responsibilities**

* To take lead responsibility for the management and delivery of a range of film and digital media projects
* To coordinate the project team to ensure that a high quality learning experience is delivered to participants
* To recruit project participants from a range of age groups and backgrounds depending on the project brief
* To prepare project schedules and make sure that projects are delivered according to the agreed schedule
* To publicise and promote projects, programmes and products to a wide audience
* To manage project finances within agreed budgets
* To communicate clearly and effectively with participants, artists and other company members to create and maintain a positive and inclusive working environment on all projects
* To monitor and evaluate projects and report regularly on project outcomes
* To ensure that health and safety and safeguarding standards are maintained at all times
* To be able to work flexibly, including occasionally in the evenings and at weekends, to meet the needs of the programme.
1. **Person Specification**

**Professional Experience**

Essential:

* Experience of project management, preferably within the creative sector
* Experience of working with young people or delivering community engagement projects
* Experience of planning and managing budgets

Desirable:

* Experience of working as part of a creative production team
* Experience of working with film and digital media
* Experience of delivering training within a community context
* Experience of working with a range of funders/partners

**Skills and competencies**

Essential:

* The ability to work effectively as part of a team
* An understanding of, and familiarity with, the benefits of creative projects within a community and personal development context
* Excellent verbal and written communication skills using clear language appropriate to the situation
* Highly organised with excellent attention to detail
* The ability to manage multiple projects concurrently and effectively
* Ability to plan ahead and manage time and resources effectively
* Ability to work under pressure to meet deadlines, taking the initiative where necessary to resolve problems effectively
* Confident user of essential IT programmes - Word, Excel, etc.
* Understanding of and ability to manage and mitigate risk in practical situations
* A good negotiator able to ensure that everyone feels involved in the decision making processes

Desirable:

* Familiarity with monitoring and evaluation systems
* The ability to use digital video and stills cameras
* The ability to use editing software such as Final Cut
* The ability to use image editing software such as Photoshop

**We are looking for someone who demonstrates the following personal qualities:**

* A proven interest in, and commitment to, working with contemporary film and digital media
* The ability to connect with and be interested in a wide range of people
* A genuine interest in supporting others to learn and develop themselves through creative projects
* A good team worker, hard-working and with a flexible work ethic
* Self-motivated and responsible setting high standards at all stages of the work process
* A resourceful and practical approach to problem solving to see a task through to completion
* A readiness to try new ways of working and the ability to ask for help when needed
1. **Guidance on completing your application form**

Please read these notes carefully before completing your application form.

* Please complete all sections of the form.
* Section 5 - ‘Supporting Statement’ - is an opportunity to tell us why you wish to apply and bring together everything you have told us to make your case for what makes you a suitable applicant. Maximum 1,000 words. Please try to address the requirements of the Person Specification fully and provide specific examples of what you have done and how you believe this demonstrates that you possess the experience, skills, competencies and personal qualities required.
* You may want to include voluntary/unpaid or other work experience in your application if this is relevant to the requirements of the role.
* **Please sign the Declaration** at the end of the application
* Shortlisting will be based on the completed application form against the stated criteria but you are welcome to submit an accompanying CV in addition to the form if you feel it gives useful background information. Applications solely comprised of a CV are ineligible.
* Please return your completed form by email to info@signalfilmandmedia.co.uk with ‘Project Manager Application’ as the subject heading and ensure that it reaches us**before 12 noon on Monday 17th February.** We will acknowledge receipt. Applications will only be accepted by post if there is a strong reason why you are unable to submit by email.
* Applications received after the closing date will not be considered.