

# Film Programme Learning Leader (part time) Recruitment Pack



Hastings & St Leonards-on-Sea, East Sussex  
November 2023





## Summary

Thank you for your interest in the **Film Programme Learning Leader** role with The Bright Foundation in Hastings, East Sussex. It's a really exciting time to be joining us after a hugely successful first year of delivery, and as we prepare to launch our second venue – the Benbow Arts Space in St Leonards-on-Sea in Summer 2024. Enclosed in this recruitment pack is some information about The Bright Foundation and the job description and person specification.

This is a brand new post for the organisation. You will design and deliver a creative programme of learning for young people inspired by our History of Cinema exhibition and will inspire and support those young people to pursue their training and career ambitions.

### Job Overview:

Salary: £21,000 pro rata per annum (£35,000 full time equivalent)  
Hours: 0.6 (3 days a week – 22.5 hours per week)  
Term: 1 year fixed term (with potential to extend)  
Annual leave: 15 days (25 days full time equivalent)

### How to apply (see page 10 for details):

Please send a CV (with 2 referees) and covering letter stating why you want the role and how you meet the Person Specification (no more than 2 pages of A4).

Please email to [recruitment@thebrightfoundation.org.uk](mailto:recruitment@thebrightfoundation.org.uk).

Closing date for applications: Wednesday 29 November 2023, 12noon  
Interviews: Thursday 14 December 2023

For an informal conversation about the role, please contact [office@thebrightfoundation.org.uk](mailto:office@thebrightfoundation.org.uk) or call 01424 559020.

The Bright Foundation is committed to being an inclusive organisation. We seek to recruit, develop and retain the most talented people from a diverse pool of candidates, and believe our differences enrich all parts of our organisation. We actively encourage applications from groups who are traditionally under-represented in the cultural sector including those from African, Caribbean, South Asian and other global majority heritages and disabled people.

# The Bright Foundation

The Bright Foundation is an arts education charity based in Hastings founded by Academy Award winning costume designer and philanthropist, John Bright.

Incorporated in 2018, the organisation's mission is to use the lifetime's work of John Bright as a catalyst for creative learning to inspire a new generation of imaginative children and young people to reach their full potential. Our vision is for all children and young people to have their imaginations sparked and their wellbeing nurtured through a quality cultural education, regardless of their background.

The **Barn Theatre and Museum** opened its doors in June 2022 at Rodgers Farm, just outside of Hastings, in a rural farmland setting. The site includes:

- a museum space in the old cow sheds, showcasing John's collection of antique toys, puppets and model theatre sets, collected over many years, initially as props for TV and film and later for personal interest
- a 50 seat theatre and workshop studio in a converted barn
- 24 acres of land

Our second venue is planned to open in Summer 2024 in St Leonards-on-Sea. The **Benbow Arts Space** will be a youth arts and exhibition space featuring a History of Cinema exhibition.



**John Bright** is an internationally renowned costume designer and costumier for film, TV and theatre, as well as founder and owner of the period costume house, Cosprop. John's generosity has enabled The Bright Foundation to be formed and he will continue to fund the operations of the charity during his lifetime. He has bequeathed most of his estate to the Foundation, including Cosprop, to support the charity in perpetuity.

The Bright Foundation is fortunate to have the support from some of the brightest stars in the British Film Industry who have worked with John over the past 50 years. Our Ambassadors include Dame Judi Dench, Helena Bonham Carter, Jeremy Irons, Meryl Streep, Sir Ben Kingsley, Richard E Grant and Dame Emma Thompson.





# Our Programme

Since opening our doors at the Barn Theatre and Museum in June 2022, over 3,400 people have participated in our programme, 63% of them being children and young people, a third of which come from our most disadvantaged communities. There are four key areas of our work:

## Public Events

A family friendly programme of theatre performances, events, festivals and open days aiming to provide a quality introduction to arts and creativity to children. Theatre shows are presented during school holidays and we have a larger annual Family Festival that takes over the grounds and building. We operate a Pay What You Can pricing policy and have established a range of local partners to offer free ticket packages to their clients, including Hastings Foodbank and the East Sussex Foster Carers Association.

## Schools and Groups

The core part of our programme is welcoming visits from schools and community groups. We offer a broad range of Experience Days in which children can visit us, explore the museum, theatre and grounds and take part in creative learning activities. Themes include Puppet Making, Storytelling, History of Toys, Outdoor Learning and seeing professional theatre shows. We are working regularly with looked after children and neurodiverse young people.

## Creative Skills and Wellbeing

We work more intensively with children and young people on creative projects that develop their creative skills and enhance their wellbeing. At the Barn Theatre and Museum this takes the form of 5 day performance projects, where a diverse group work together over a week to create and perform a show. We will expand this area of work from the Benbow Arts Space.

## Supporting Professionals

In order to ensure children and young people have access to quality cultural learning experiences we provide a range of support to professionals – including CPD for teachers in schools to embed creativity into their curriculum; and supporting the teaching practice of artists. We also commission and support the creation of new performance work for children.

## Benbow Arts Space



The Benbow Arts Space will open in Summer 2024 as a youth arts and exhibition space. The opening History of Cinema exhibition will feature John Bright's personal collection of film paraphernalia charting the making and presentation of film from 1890 to present day.

The programme will include creative exploration, skills development, and industry masterclasses for young people aged 11 – 21 years, inspired by the History of Cinema collection.

We will support young people in their aspirations to develop careers in the creative industries providing work based learning and networking opportunities.



## The Team

We are a small and committed team. There are currently 5 employees led by the CEO, Polly Risbridger. The staff team includes:

- Arts and Education Manager – oversees and delivers the programme
- Operations and Communications Manager – leads on marketing, digital and organisation operations
- Venue Coordinator – looks after the operations of the Barn Theatre and Museum and staffs the workshops and events there
- Caretaker & Groundskeeper – maintains the buildings and grounds at the Barn Theatre and Museum

We are currently recruiting for a Programme Coordinator & Duty Manager to coordinate and support the programme and oversee the public opening of the Benbow Arts Space. We also work with a broad range of freelance creatives, practitioners, volunteers and consultants.

We have a Board of Trustees, co-chaired by John Bright and Lyn Fletcher with 7 trustees.

## This Role

The Film Programme Learning Leader is a new post that will be based at our second venue, the Benbow Arts Space. You will work closely with the Arts and Education Manager, Rebecca Ainscough, to devise and plan a creative learning film programme for young people. You will deliver the majority of it, but can also bring in a range of industry professionals to co-lead (including our Ambassadors). We anticipate the learning programme will include:

- School & Group Experience Days – one day visits to tour the History of Cinema exhibition and take part in creative film making activities.
- Young Film Making Collective– an after school weekly session exploring film making, production design and performance for camera.
- Holiday short courses and weekend masterclasses – industry led skills training for young people
- Work based learning – providing work experience and real life learning briefs to FE students

You will work closely with John Bright and the exhibition designer to ensure the History of Cinema exhibition is a useful teaching and engagement tool for your activities. We are also keen to bring young people into the planning process to ensure it is relevant and accessible.

You may come from a teaching background or film-making background – but most important is that you can engage and inspire young people, and plan and deliver strong learning outcomes in film making. Knowledge of the history of cinema would be a bonus.



# Terms of Employment

Salary:	£21,000 pro rata per annum (£35,000 full time equivalent)
Hours:	0.6 (3 days a week – 22.5 hours per week) Some out-of-hours working is expected on a TOIL basis
Term:	One year fixed term with potential to extend subject to review
Annual leave:	15 days (25 days full time equivalent)
Probation:	1 month
Notice period:	2 months
Office base:	Benbow Arts Space, 2 London Road, St Leonards on-Sea, TN37 6AE With some travel to Barn Theatre and Museum, Rogers Farm, Stonestile Lane, Hastings, TN35 4PH Some flexi working from home is possible if no activity
Travel:	Travel during the course of business will be reimbursed and mileage paid in line with The Bright Foundation's expenses policy.
DBS:	This post is subject to an enhanced DBS check
Pension:	3% minimum employer contribution
Responsible to:	Arts and Education Manager



## Purpose of the Post

- To design, manage and deliver a programme of creative learning for young people, with a focus on the history and art of film making and creative career pathways
- To support the curation and mounting of exhibitions and programming of public events

## Key Responsibilities

### Programme

- Plan, lead and evaluate film related workshops, projects and training programmes for and with young people
- Plan, lead and evaluate a programme for young people to understand creative career pathways, and support industry access and connections for young people, utilising the Bright Foundation Ambassadors
- Ensure young people have a voice in planning and setting up the programme and exhibition
- Recruit, induct, manage and collaborate with guest artists and facilitators
- Collaborate and plan closely with the Arts and Education Manager to ensure a coherent and joined up offer across both venues, with progression pathways built in
- Monitor and uphold the quality of delivery across the programme with the Arts and Education Manager, providing guidance and feedback to guest facilitators and staff as appropriate
- Liaise with schools and group leaders as part of the booking process
- Develop teaching and learning resources to enhance students and teachers experiences and understanding
- Develop and uphold codes of conduct / standards of behaviour
- Advise on practical and logistical support needs to accommodate the programme
- Source and manage any kit and equipment required

### Exhibitions

- Collaborate with John Bright, the exhibition designer and staff to inform the curation and mounting of the History of Cinema exhibition
- Lead tours of the History of Cinema Exhibition
- Develop and deliver opportunities to exhibit or display work created by young people through the foundation's programme

## **Communications and Partnerships**

- Contribute ideas and copy for the marketing and communications of the Benbow Arts Space programme
- Support the documentation of the programme including photography and film
- Work with the CEO and Arts and Education Manager to identify and develop partnerships with the education, voluntary and creative sectors, including BFI and Talent Accelerator (De La Warr Pavilion)

## **Policy and Practice**

- Act as Deputy Child Protection Lead and take responsibility for the Foundation's safeguarding practice
- Ensure an inclusive and accessible approach in the delivery of all activities
- Work to all legislation and company policies on equality, diversity and inclusion; health and safety; GDPR and data management etc

## **Personnel and Volunteers**

- Line Manage guest facilitators, support staff and volunteers where relevant
- Oversee the exhibition induction and training for staff and volunteers

## **Other**

- Work within all agreed budgets and provide necessary financial records as required
- Undertake any other duties as reasonably required
- Work on a self-serviced administration basis and keep accurate records necessary







## Person Specification

### Essential experience and knowledge

- At least 5 years teaching experience with young people
- A love and knowledge of film
- Experience of making films with strong technical skills in filming and editing
- Understanding of the film industry and skills agenda including training and career pathways

### Desirable experience and knowledge

- Knowledge and understanding of the History of Cinema
- Knowledge and experience of working with the BFI Film Academy, Into Film and/or other industry training organisations
- Good networks and contacts across the local and national film industry
- Experience of co-creation with young people – giving them a voice in the design of activities

### Key skills and qualities

- Strong teaching skills with an ability to plan and deliver film related learning outcomes
- Excellent communication skills, both oral and written
- Ability to build a good rapport with young people from different backgrounds and manage challenging behaviour
- Proactive, motivated and able to take initiative as appropriate
- Well organised and able to work towards and manage multiple deadlines
- Enjoy working as part of a team and able to build and maintain positive working relationships with a wide range of people
- Discreet and professional with the ability to handle sensitive and confidential information
- Flexible approach to your work – able to work irregular hours around the programme requirements and willing to travel to different local venues
- Understanding of and commitment to equality, diversity and inclusion
- Understanding of and commitment to reducing the carbon footprint of our work

# How to apply

## Please submit

- A CV including:
  - Current or most recent role and salary
  - Education, training and qualifications
  - Two referees (name, role, relationship to you, contact details)
  - Your contact details
- A covering letter saying why you want the role and how you meet the person specification (no more than 2 sides of A4)

Please email to [recruitment@thebrightfoundation.org.uk](mailto:recruitment@thebrightfoundation.org.uk)

Please also complete an online anonymous Equal Opportunities form [here](#)

**Deadline: Wednesday 29 November 2023, 12noon**

Shortlisted candidates will be invited to interview in St Leonards-on-Sea on Thursday 14 December 2023.

We welcome and celebrate all protected characteristics and wish to build an inclusive staff team that reflects the rich diversity of our UK communities.

## Access

For assistance or any access requirements please contact [recruitment@thebrightfoundation.org.uk](mailto:recruitment@thebrightfoundation.org.uk). We will work with applicants to ensure an accessible interview process relevant to individual needs.

## More Information

If you would like to have an informal, confidential conversation about the role in advance of applying, please contact [office@thebrightfoundation.org.uk](mailto:office@thebrightfoundation.org.uk) or call 01424 559020.

