





**Film and Video Umbrella** commissions, produces and curates artists' moving-image works, and presents them in collaboration with galleries and cultural partners throughout the UK and internationally. We enable artists to make challenging and ambitious projects, promoting innovation through our support of new and significant voices working across the visual arts. FVU has supported more than 200 different artists' projects, from multi-screen installations to online commissions.

Underpinning our activity is a commitment to touring as the most effective model of reaching and engaging audiences, working collaboratively with diverse, regionally-based venues to achieve this alongside a programme of online commissions, screenings and exhibitions that are accessible for people across the UK and internationally.

A concurrent and intertwining aspect of FVU's mission is to identify and nurture talent, and give it the widest possible exposure, while enabling it to realise its fullest potential. We do this by offering high-level professional support throughout all stages of a project's development and production – a commitment to quality that extends to the care and knowhow we bring to its public presentation. We enable artists to make step-change works, acting as a safe pair of hands in which they can expand or experiment with their practice, working with new technologies, new ideas, or introducing them to and enabling them to collaborate with specialist expertise.

Often working with early-career artists, we have a knack of identifying the Turner Prize winners and nominees of the future: including Duncan Campbell, Luke Fowler, Isaac Julien, Janice Kerbel, Mark Leckey and Imran Perretta. We have repeatedly commissioned breakthrough pieces that have taken artists' works to new or larger audiences than they might have received before - thereby enhancing their national and international profiles.



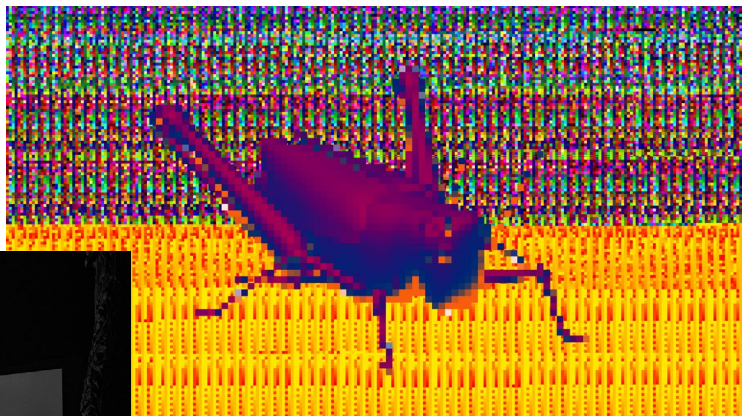


#### VISION STATEMENT

Moving image is the most relevant and dynamic medium of our times. Film and Video Umbrella facilitates and advances artists' work in the moving image, sharing that work with an increasingly wide, diverse and engaged audience.

#### MISSION STATEMENT

Film and Video Umbrella will enable artists to make challenging, innovative, moving image works that are a step-change in their practice, and ensures that those works are experienced and appreciated by wide and diverse audiences.





Further information on  
Film and Video Umbrella  
can be found on our website:

[www.fvu.co.uk](http://www.fvu.co.uk)

### **Artist Centred**

The interests of artists drive our activities. We work to facilitate the visions of artists and aim to have a positive and transformative impact on their careers.

### **Relevant and Responsive**

Our work is relevant to the audiences we serve, and responds to their feedback, prioritising the quality of their experience.

### **Bridge Builders Between Artists and Audiences**

We have a duty to act as a bridge between the artist's intentions and the audience, to render work engaging and intelligible.

### **Diverse and Inclusive**

We know we are not there yet, but we are committed to ongoing learning and change to create true equity, and to proactively removing obstacles to participation in our field.

### **Risk-Taking and Experimental**

We aspire to creative innovation – to avoid repetition and to challenge and push the scope of artists, audiences, the medium and ourselves.

### **Collaborative**

Everything we do is a collaboration with an artist, and often multiple other creative parties and organisations, and we are committed to going on a positive collaborative journey on every project.

### **Advocates and Critical Friends**

We have a duty to advocate for the artists and organisations that we work with, for the medium and on behalf of the sector, but also a duty of candour to the artists and organisations. We are committed to providing constructive responses, and to challenging poor practices within the organisation and without.

### **Prioritising the Emerging and Under-Supported**

Emerging artists will always take up at least 50% of our programme, and we want to back the talents who are struggling to find support elsewhere.

### **Environmentally Sustainable**

We are committed to reducing our environmental impact to become carbon neutral by 2030.

This is a dual role to:

Production Manager: Co-ordinate and oversee the delivery of Film and Video Umbrella's multifaceted production activity, working alongside the Director and the FVU team while managing key freelance personnel, to ensure that FVU's commissions are realised to the highest artistic standard, to deadline and within budget, providing creative production and post-production support and expertise, while ensuring that all legal as well as FVU procedures and protocols are followed;

Office Manager: To ensure the smooth running of FVU's offices, in particular the Nottingham office, as well as providing other administrative duties for the dispersed FVU team.

### Production Manager

- Work with the Director to scope out timelines, budgets and workplans to best facilitate FVU's ongoing production activities, assuming direct project management responsibility for certain productions (as appropriate and/or where needed) while also (and in dialogue with and with the approval of the Director) appointing and assisting freelance producer/project manager personnel to deliver other individual components of FVU's programme, overseeing and communicating progress (and any methodological or budgetary changes) to the Director, Managing Director and Bookkeeper.
- Work in tandem with FVU's Technical Manager, and/or gallery staff at the respective partner venues, to ensure delivery of final files for gallery or other presentation.
- Work closely with FVU's Communications & Content Manager to ensure a steady feed of promotional material to help publicise and contextualise the project, including working with the artist and any relevant production management personnel to secure early release press images, video clips etc. In addition to this, assisting the Communications & Content Manager in getting any information that they may require from the artists.
- Assist the Communications & Content Manager with producing and editing promotional material for FVU's productions and exhibitions, from editing trailers and interviews with artists to creating clips.
- Engage crew and book facilities and equipment where required, ensuring that all relevant parties are appropriately contracted by FVU where necessary. (Artists' contracts, venue contracts and other partner contracts will be overseen by the Managing Director).
- Working with the relevant project management personnel, ensure all cast and crew receive detailed, accurate and thorough call-sheets in advance of shoots and that all shoots are risk assessed in advance.
- Develop and administrate a festival application strategy for each commissioned work.
- Follow good practice when filing documentation, keeping production process notes, and generally making sure project administration is well organised and completed, according to FVU protocols, and appropriate to project needs.
- Ensure that throughout production all media generated is stored and backed-up according to FVU protocols.

### Office Manager

- Maintain the smooth operations of FVU's offices, including the setting up of and managing of key supplier relationships and ensuring that regular office supplies (stationery, cleaning products, IT equipment, basic kitchen supplies etc.) are maintained at agreed levels.
- Working with the Technical Manager, develop and maintain FVU's archives and filing systems, both physical and digital, including but not limited to print archives, press archives, and still and moving image archives. Ensure that these are rationalised and kept neatly and are always backed-up appropriately, ensuring that the team are clear on where and how to file items maintaining archive and filing protocols, and assisting them with filing, where called upon.
- Provide basic IT support, trouble-shooting technical issues for the team working with FVU's freelance IT support team where necessary.
- Assist with developing and writing funding applications, and with evaluating and reporting for funders including on-going gathering of quantitative and qualitative information for funder reports, as and where directed to do so.
- Manage calls for applications for both projects and recruitment.
- Help to maintain FVU's contacts databases.
- Be the first point of contact for visitors, for telephone calls, and email enquiries, responding to communications in person and in writing, as directed and manage incoming and outgoing mail and deliveries.
- Organise venue, travel, couriers, equipment and other external bookings as requested.
- Process and distribute publication orders and maintain up-to-date and accurate publication stock records.
- Facilitate loans/distribution of commissioned works where appropriate.

- Take care of Environmental monitoring and reporting, ensuring FVU delivers on its Environmental Action Plan.
- Assist all members of the FVU team as and where called upon to do so.

#### General

- Show leadership, compliance and input into workflow management systems and contribute to the on-going objective to improve and develop FVU's processes.
- Help maintain a productive and appropriate working environment.
- Represent and promote FVU at external events.
- Proactively engage with and support FVU's internal performance management culture.
- Other such duties commensurate with the level of this role, that may be required to ensure the smooth running of productions and the office generally.

## Person Specification

**If you do not meet all of the person specifics detailed below, but still feel like you would be good at this job, we are still interested to hear from you, and are happy to consider applicants who would grow into the role or bring something different to the organisation. You do not need to have received a university education to apply.**

EXPERIENCE	ESSENTIAL	DESIRABLE
Experienced in film production from pre- to post- production, with a strong understanding of a variety of production methodologies, and a demonstrable capacity to deliver films on time and in budget	•	
Experience of submitting films to film festivals		•
Experience of budget management	•	
Experience of drafting and issuing contracts	•	
Experience of writing risk assessments		•
Experience of working with visual artists, developing artworks / exhibitions		•
Experience of running calls for entries		•
Experience and success at maintaining/managing/developing archives		•
Experience of providing administrative support in a busy professional working environment		•
Experience of working in an artistic organisation		•

#### SKILLS & ABILITIES

A strong leader – capable of managing people with both care and authority	•	
Highly organised and methodical approach to work	•	
Able to produce clear, accurate and effective written communications	•	
Able to predict potential needs, adjustments, and risks, and to manage plans and systems accordingly in order to accommodate such occurrences	•	

Excellent IT skills and experience using Mac based operating systems	•	
Good level of numeracy	•	
Able to plan for and meet regular, immovable deadlines and prioritise a heavy workload effectively	•	
Able to liaise confidently and productively with external partners	•	

KNOWLEDGE

A good working knowledge of Microsoft Office suite, including Excel	•	
A good working knowledge of image editing software, such as Photoshop		•
A good working knowledge of editing software such as Premiere	•	
A good working knowledge of design software, such as InDesign		•
User-level knowledge of database software, such as Filemaker		•

PERSONAL QUALITIES

Innovative and creative thinker	•	
Proactive and self-motivated	•	
Extremely accurate and attentive to detail	•	
Reliable and conscientious	•	
Flexible and proactive approach to change	•	



# Summary of Terms of Employment

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## Salary

Starting at £30,000 and capped at £35,000 depending on experience

## Contract

Permanent

## Hours

We are trialling a four day week until the end of September 2024, so the hours when you start will be 28 hours per week. Should the four day week not be made permanent at the end of the trial, then your hours will become 35 hours per week. This will not affect your pay - you will be paid your full time salary, regardless of if the four day week trial is made permanent or not. Our working week is Monday - Friday, 10am – 6pm, but with flexible start and finish times.

## Holiday

While the four day week is in operation, your annual holiday allocation will be 22.4 days, inclusive of bank holidays, with 7 additional days over Christmas and New Year, when the office closes for two weeks. Should the four day week not become permanent then your annual holiday allocation will become 28 days, inclusive of bank holidays, with 7 additional days over Christmas and New Year.

## Location

Nottingham – FVU's head office will be relocating to Nottingham in May 2024 where the Production and Office Manager will be based, with some national travel required to our new London and Newcastle offices, as well as for production work, and attendance at exhibitions.

## Reports

To the Director

## How to Apply

Please send the following to [admin@fvu.co.uk](mailto:admin@fvu.co.uk)

- Curriculum Vitae  
(no more than two sides of A4)
- Covering letter or supporting statement  
(no more than two sides of A4)

## Interview Date

29 May 2024

If you have not heard from us by the 23 May, then unfortunately your application will not have been successful.

## Deadline for applications

12 noon, 29 April 2024

We are an organisation that works with a wide spectrum of artists and partners to bring outstanding work to expansive audiences around the UK and beyond. It is vital that our team is representative of the range of people that we work with so we welcome applications from candidates of all backgrounds. We particularly encourage applications from individuals from lower socio-economic backgrounds and with protected characteristics that are under-represented within the visual arts.

Any details included in your application that may indicate a protected characteristic, including but not limited to your name, age, dates that you attended school and/or university, will be redacted from your application before it goes to the people who will assess your application, to aid in removing any unconscious bias when selecting the shortlist.

Applicants with disabilities who opt in, are guaranteed interviews where they meet the essential requirements of the role, as set out in the job description. We will support any access requirements you may have during the recruitment process and ensure that reasonable adjustments are in place. If you have any access needs, or barriers to access that you would like to discuss, please do not hesitate to let us know either before applying or as part of your application. Contact: [admin@fvu.co.uk](mailto:admin@fvu.co.uk)

We would be grateful to all applicants if you could complete an Equal Opportunities Monitoring Form. We will send this to you upon receipt of your application. The form will not be shared with anyone involved in assessing your application.

## List of images in order of appearance:

Nadeem Din Gabisi, *MASS*, behind the scenes, 2020.  
 Kyla Harris & Lou Macnamara, *It's Personal*, 2021.  
 Hetain Patel, *Dont Look At The Finger*, 2017.  
 Ed Atkins, *Warm Warm Warm Spring Mouths*, 2013.  
 Sutapa Biswas, *Lumen*, 2021.  
 Rodell Warner, *Natural Error*, 2021.  
 Michael., *cleave to the BLACK*, installation view, Leeds Art Gallery, 2022 (photo: Rob Battersby).  
 Joanna Callaghan, *My Fantastic Voyage*, 2022.  
 Larissa Sansour and Søren Lind, *Familiar Phantoms*, behind the scenes, 2023.  
 Gayle Chong Kwan, *A Pocket Full of Sand*, installation view, John Hansard Gallery, 2024 (photo: Reece Straw).  
 Anne Bjerger Hansen, *Interludes*, 2003.  
 Patrick Hough, *And If In A Thousand Years*, 2021.

