

Bridge + Tunnel
Community Media Manager
Job Description

Job Title: **Community Media Project Manager**
Salary: Freelance contract £16-18,000 pro-rata depending on experience (2 days per week for 6 months, renewable)
Reporting to: Creative Director
Location: Central Newcastle

B+T is seeking an enthusiastic, experienced and highly organised **Community Media Project Manager** to liaise with the production team and deliver a slate of community media productions and assist with core organisational tasks (fundraising, project management, project reporting and evaluations). This role will maintain the company's excellent track record in delivering film and media work in the charity/community sector and which focuses on the key values of identity, migration and integration (social, cultural and racial), as well as further raising an awareness and understanding of cultural diversity.

For more information about us and what we do: www.bridgeandtunnelproductions.com

Key accountabilities / Deliverables

Organisational

Coordinating day to day operations relating to Community Media Projects
Assisting with office admin tasks including: invoices, filing, supplies ordering, suppliers sourcing, communications, petty cash, inventory & booking systems
Managing (establishing and maintaining) databases of key information relevant to tasks
Liaising with stakeholders, clients & funders, partners on projects as and when needed
Working through project tasks effectively with the Team to assist in project delivery

Production

Assisting on a range of productions: including a range of tasks, which may be varied by their nature (production, office work, etc)
Assisting in the development and construction of project ideas from concept to delivery
Leading projects in a Project Management or lead production role as relevant
Effectively coordinating projects and productions and relevant related work
Monitoring and managing the project budget and expenditures
Working with project participants including young and/or disadvantaged people of various backgrounds to develop their skills and make their personal project contribution
Help participants deliver the project as a mentor or by offering guidance and advice
Above all, ensuring the safety and wellbeing of all volunteers and participants during and throughout the production journey.

Editing and Post-Production

Assisting with the preparations for editing of productions
Co-ordinate and manage the editing and post-production of projects as part of the ongoing management process
Assisting with the completion and duplication of projects for distribution

Other

Write and deliver project reports and updates to interested parties and supporters
Document for evaluation purposes the projects, groups and their work and the collaborative process
Work as part of the Bridge + Tunnel Production team on connected projects.

Essential

- As a candidate you will have a flexible and positive attitude, excellent organizational skills and the ability to plan work effectively to meet critical deadlines.
- A minimum of two years experience in a development or management role.
- Experience of building relationships within the corporate and cultural sector.
- First class interpersonal skills including the ability to communicate clearly and confidently at all levels
- A self-motivator, using your own initiative whilst also having the ability to perform as a team player.
- Strong negotiation and social networking skills to produce results.
- A commitment to meeting budgetary targets and maximising opportunities.
- Good IT skills and aptitude.
- Good numeracy, literacy and administration skills.
- Excellent presentation skills with the ability to public speak.
- A confident, welcoming personality with excellent networking and social skills.
- A commitment to excellence at all times.
- An enthusiasm for media, diversity and social issues.
- An ability to work flexible hours including some evenings.
- A full CRB check will be essential when working with vulnerable project participants, but can be arranged as part of your working parameters.

Desirable

- Direct Arts fund-raising experience.
- Desktop publishing expertise.
- Experience of event management.
- An interest in education, outreach and audience development.
- Experience of managing a budget.
- An active interest in current trends and thoughts within arts funding.
- Knowledge of charitable trusts and foundations.
- Experience or knowledge of new-media projects.

How to apply: Please email resume/CV and cover letter detailing your experience and interest in the position to news@bridgeandtunnelproductions.com , or send to:

Bridge + Tunnel Productions
82 Westoe Road
South Shields
NE33 4NA

Applications must be received by: **14 January, 2011 (interviews will be the week of the 17th January)**

Bridge + Tunnel Productions is an Equal Opportunities employer. We want to develop a more diverse workforce and we positively welcome applications from all sections of the community.