

**Freelance Sabbatical Cover - Senior Film London Artists’ Moving Image Manager**

**Fixed term:** Late August 2025 to late January 2026, 4 days per week

**Fee:** £20,000 for contract period

# Brief

# This freelance opportunity is to cover the Senior Film London Artists’ Moving Image Manager who is taking a sabbatical. The Freelancer will work with the Head of Artists’ Moving Image to lead a small team working closely with Arts Council England and Film London’s Executive to ensure the successful development and delivery of the Film London Artists’ Moving Image Network (FLAMIN). You will be passionate about artists’ moving image work and familiar with Arts Council England funding and reporting.

# The successful applicant will deputise for the Head of Artists’ Moving Image as and when required.

This position reports to the Head of Artists’ Moving Image who in turn reports to the Chief Executive.

#### Deliverables

Working closely with the Head of Artists’ Moving Image the Freelancer will be responsible for:

* Implementing FLAMIN strategy and programme and managing the FLAMIN project timeline, workflow and planning.
* Managing the NPO contract reporting to Arts Council England.
* Budget management for FLAMIN, including the FLAMIN productions and development schemes, partnership projects and match funds; work closely with the Financial Controller to ensure that all appropriate financial reporting procedures are followed.
* Work with the Head of Artists’ Moving Image to manage FLAMIN staff and manage other freelance staff and consultants as required.
* Manage the coordination and monitoring of artists and projects funded by Film London to ensure that all necessary data and financial information is reported accurately and outcomes as stipulated in contracts are met.
* Manage the coordination and delivery of FLAMIN events, activities and special projects as required, including but not limited to The Jarman Award activities, Brent Museum and Archives project, Barking and Dagenham Archive project, The Open Road commissioning partnership.
* Work with the Communications team and other Film London staff to secure profile for FLAMIN activities and for moving image content arising from production scheme investments.
* Represent Film London by attending meetings and functions, presenting FLAMIN work at events, screenings and panel discussions, as requested by the Head of Department.

**Essential Experience & Personal Qualities**

* Excellent knowledge and a passion for artists’ moving image work and understanding of moving image production.
* Experience in managing and delivering complex cultural projects involving multiple partners.
* Experience of managing public sector funding contracts, ideally Arts Council England funded.
* Budget management experience.
* Experience of leading a team to deliver complex projects successfully and on time.
* Experience of working with artists in a commissioning, support, exhibition and/or context.
* In-depth knowledge of the cultural sector and connections with key organisations and key players.
* Demonstrable ability to prioritise workload, manage time and work to multiple deadlines.
* Excellent communication skills.

To apply, please submit the following to jobs@filmlondon.org.uk :

* Your CV
* A statement explaining your interest for the role, and how your skills and experience fit our requirements.
* Name/details of two referees
* Our [Equal Opportunities Monitoring Form](https://film-london.files.svdcdn.com/production/Equal-Opportunities-Monitoring-Form_2025-02-20-165201_ybtj.docx#asset:1038191@1)

**Publish:** Thursday 29th May 2025

**Closing Date:** 9am, Monday 16th June 2025

**Interviews:** week commencing 30th June 2025 (date TBC)