**ADVERT**

Join the oldest film school in the UK as the Media Manager.

With a roster of famous alumni your role is to initiate, create and execute media activities and raise awareness of The London Film School.

This is a newly developed position within LFS, and the successful candidate will play a pivotal role in driving our communications and brand-building activities, in support of our core business objectives. In particular, there is an ongoing need to develop LFS’ online presence, and your role will be responsible for implementing and managing the Media Strategy.

This role requires a proactive, organised individual with proven experience of delivering successful campaigns, with a particular emphasis on digital communications. The ideal candidate will have excellent time-management skills and a high standard of copywriting, editing and attention to detail. As well as being able to work independently with plenty of initiative, you will also be a genuine team player with first-rate people skills.

To succeed, you need to be passionate about film, and all things media; traditional and digital. You will be the core team member who can help connect LFS’s talent, creativity and passion to the wider screen industries.

**ABOUT THE SCHOOL**

The London Film School is the oldest film School in the UK, and is consistently rated in The Hollywood Reporter as one of the 15 top international film Schools. We are a working production house set in the heart of London, and internationally celebrated for its commitment to craft excellence, innovation and creative freedom. We are recognised by the Creative Skillset as a Film Academy Centre of Excellence with strong industry connections.

We are committed to practice-based learning, and produce up to 180 films every year; 220 full-time students, from over 30 countries, are welcomed annually to LFS. The result is a dynamic and intensive film environment which creates global networks for life. Our practice based learning is the best preparation for the next generation of filmmakers and screen storytellers.

During 2015, films created at the School had around 200 festival entries, wining over 30 prizes. The list spanned Cannes, Venice, Tribeca, Clermont-Ferrand International Film Festival, The BFI London Film Festival, Edinburgh, Encounters, Oscars, and Sundance.

The London Film School is a non-profit educational charity. Mike Leigh OBE chairs the Board of Governors and Jane Roscoe is the Director and CEO.

The London Film School is committed to being an inclusive School that values all staff, and we are happy to consider requests for flexible working arrangements from our employees. We are an equal opportunities employer and welcome applications from all sectors of the community.

**HOW TO APPLY**

Job Application pack are available to download: [Media Manager Advert and JD](http://lfs.org.uk/sites/default/files/LFS%20Media%20Manager%20Role_0.docx), [Application Form](http://lfs.org.uk/sites/default/files/LFS-Application-Form._1.doc) and [Equal Opportunities Form](http://lfs.org.uk/sites/default/files/LFS-Equal-Opportunities-Monitoring-Form_2.doc).

Please email completed the **Application Forms and CV** with the job title in the subject to Véronique Fricke: [v.fricke@lfs.org.uk](mailto:v.fricke@lfs.org.uk)

**Vacancy closes on 16 August 2016**

**Interviews will take place week commencing 29 August 2016**

If you are unable to attend those dates, please include it in your application.

**Title: Media Manager**

**Salary: £26,500 (pro-rata)**

**Hours: Part-time (4 days/week), permanent appointment**

**Reports to: Head of Marketing and Communications**

**Responsibilities**

* Collaborate with LFS members and friends, generate editorial ideas and pitch press stories, determining sources for content creation, both internally and externally
* Point of contact for day-to-day trade journalists, industry stakeholders and bloggers
* Nurture relationships with influential media outlets, bloggers and journalists in and beyond the arts, securing editorial coverage on and off-line about LFS news
* Organisation of industry visits
* Support event planning and running, on- and off-site
* Monitor LFS media coverage, checking detail
* Identify visual content and work with the Head of Marketing and Communications on development

**About you**

**Required Skills & Experience**

* Experienced in screen industries related media communications
* Skilled professional writer; editorial, creative and proof reading writing skills
* Proven and visible press activity. Ideally with experience of creating content for the web across several disciplines (e.g. text, design, video, etc.) and media (e.g. blogging, guides, podcasts, etc.)
* Experience of professional social media management
* A good understanding of how brand strategy and tone-of-voice can be driven through relationships, written and visual content
* Have excellent project management, attention to detail and organisational skills
* Ideally experience includes pitching, crafting, and placing content externally through guest blogging or op-ed development and experience with event management and sponsorships
* Ideally knowledge of SEO, content writing for web or social
* Ideally analysis of performance metrics and optimising performance

**Person Specification**

* Strong project management and organisational skills
* Leadership support: experienced providing excellent communication skills, both written and verbal to senior influencers
* Driven by creative intuition but able to gut check and course-correct with data, as well as report results and optimise using data
* Ability to exercise judgment, identifying and managing risk and making informed, pragmatic and timely decision within a pressurised environment
* Flexible approach to work, with willingness to attend events and work outside of normal hours if required

As the needs of the business change this role will change accordingly, therefore this document should be viewed as guidelines which are subject to change.