

## **Managing Director of FOCAL International**

**FOCAL International** is a specialist, professional, not-for-profit trade association formed in 1985. It is fully established as one of the leading voices in the industry which represents the footage and content libraries in over 30 countries, the archive producers, researchers, consultants and service providers. FOCAL International operates through an executive board elected by its members.

As FOCAL International's driving force, you'll lead the strategic direction and operational success of the organisation, ensuring its continued growth, relevance, and impact across the global audiovisual archive and footage industry. You'll be the engine behind our programmes, partnerships, finances, and team, delivering with purpose, precision, and passion. The role will report directly to the Executive Board or its designated representative, ensuring alignment with FOCAL's governance and strategic oversight.

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### **Key Responsibilities**

#### **Membership Engagement, Growth and Support**

- Grow and nurture a vibrant, international membership community, encompassing global archive producers/researchers, libraries and service providers.
- Champion the value of membership by actively listening to member needs and delivering meaningful benefits that support their professional and commercial success.
- Develop and deliver compelling events, content, and initiatives to engage existing members and attract new ones.
- Work closely with the Events and Training Committees to plan and deliver high-quality programming aligned to organisational goals, member priorities, and budgets.
- Develop year on year annual membership growth and retention targets as agreed with the Executive Board.

#### **Strategic Leadership & Financial Oversight**

- Lead the execution of FOCAL International's strategic and operational objectives.
- Own the financial health of the organisation: set and manage the annual budget, produce quarterly financial reports for the Finance Committee and Executive Board, and ensure timely delivery of audit requirements.
- Oversee all financial operations including accounting, invoicing, bank management, and debt collection.
- Deliver high-quality, timely reports and briefings to the Executive Board and external partners. Communicate complex information clearly and persuasively, ensuring alignment with organisational goals and sector developments.

## **FOCAL International Awards**

- Lead the planning and delivery of the annual FOCAL International Awards
- Collaborate with producers, distributors, jurors, and partners to deliver a world-class event.
- Manage the Awards budget, secure sponsorships, and ensure profitability in line with the Events Committee's expectations.

## **Marketing, Brand & Advocacy**

- Oversee all marketing and communications to enhance the FOCAL brand, promote events, and expand global reach.
- Be a key voice for members – staying ahead of industry trends and updates, especially around copyright, IP and AI.
- Liaise regularly with the UK Government's Intellectual Property Office and industry bodies to provide insights and representation for members.
- Work with members to ensure promotion around them giving all members spotlight

## **Industry Representation & Partnerships**

- Act as the main FOCAL representative at industry forums including ERA, CCAAA, and FAUK, providing authoritative updates and strategic insights to the Executive Board.
- Build and sustain strong partnerships with key stakeholders, educational institutions, and training providers to support the organisation's mission, fostering collaboration and innovation across the sector

## **Team Leadership & HR**

- Lead and develop a high-performing team: recruit, onboard, set clear goals, and conduct regular performance reviews.
  - Ensure all HR policies and procedures are followed and updated as needed.
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## **You Bring**

- Strategic leadership experience, ideally in a media, cultural or creative industry context.
- Strong financial acumen with hands-on experience managing budgets and financial reporting.
- Proven success in membership/community engagement and event management.
- A track record of team leadership and organisational development
- Excellent stakeholder and relationship management skills.
- Passion for the archival world and a drive to make a difference.

CV's and covering letters to - [executive@focalint.org](mailto:executive@focalint.org)

The position will be offered on a full-time basis, salary and remuneration package on application.

Priority will be given to applications by cover letter and CV.

Deadline - Friday 7th November