



FOCAL INTERNATIONAL

COMMUNICATIONS & ADMINISTRATION EXECUTIVE

Start Date: March 2020
Hours: 4 Days per week with the ability to work to 5 day in lead up to FOCAL Awards
Location: Homebase plus weekly FOCAL team meeting in London
Remuneration: Dependent on experience
Reporting To: Director of Operations

FOCAL International Ltd

FOCAL International (Federation of Commercial Audiovisual Libraries) is a 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 facility companies. The FOCAL International Awards are the organisation's flagship event and exists to champion the use of archive footage in the creative industries as well as the work and contributions of many of its talented members.

www.focalint.org www.focalintawards.com

MAIN RESPONSIBILITIES & DUTIES

- Review of current communication models to include FOCAL website, marketing, newsletters and social media outlets in order to make appropriate recommendations to the Director of Operations and Executive Council for improved efficiency and stability.
- Undertake day to day communications with members and non-members by:
 - Create and publish original and high-quality content that speaks to the FOCAL readership and wider industry
 - Seek out engaging news stories and write content for websites posts
 - Promote and manage content on all social media channels such as LinkedIn, Facebook, Twitter and Instagram
- Co-ordinate and help deliver FOCAL member and training events throughout the year in line with objectives as set out by Director of Operations and Executive Council.
- Support FOCAL team with the organisation and delivery of the annual FOCAL International Awards ceremony in conjunction relevant third parties, sponsors and entrants/nominees. Attend event and support activities of the night.
- General members accounting administration to include:
 - Coordinate and work in conjunction with external accounts company to maintain aged debtors reports and chase bad debtors.
 - Oversee and maintain FOCAL CRM database
 - Weekly and monthly bank reconciliation and review of monthly transactions reports for errors.

- Working with Director of Operations to develop and expand membership from across the rights holders, archive researchers and production communities.
- Responsible for the technical maintenance of the FOCAL websites, liaise with the company's external partners and suppliers to ensure the smooth delivery of all website resources. The FOCAL website is a key information point and service for the FOCAL members and wider users looking to engage with FOCAL's activities.
- Monitor and report on website analytics to ascertain usage to allow FOCAL team to make decision and implement future strategy.
- Day to day management of incoming queries via email and phone calls.

QUALIFICATIONS & SKILLS

Essential:

- Excellent oral and written communication skills
- Computer Literate in MSN Suite, Social Media Platforms and a general understanding of CRM databases
- Strong organizational abilities and a high degree of attention to detail
- Excellent interpersonal skills
- Strong time management
- Decision making and ability to work independently
- Flexibility to work within the dynamics of a small team.

Desired:

- At least 2 years' experience of the film/broadcasting/media industry
- Previous event planning experience
- Knowledge of FOCAL and the FOCAL Awards

Please send CV and cover letter to Mary Egan, mary@focalint.org
Closing date 14th February 2020

About the FOCAL Awards 2020

Since their inception in 2004, the FOCAL International Awards have championed creativity, integrity and sustainability in screen culture. The FOCAL International Awards celebrate achievement in the use of footage in all variety of genres, across all media platforms plus its restoration. Producers, filmmakers and other creative professionals who have used library or archival footage in all varieties of form, including through documentary or feature film productions, as well as any other form of production or across all media platforms during the calendar year of 2019 are invited to submit their work for consideration. The competition also recognises the researchers, technicians and producers that access, maintain and use this precious resource with Awards on the night for best archive researcher, footage company and individual as well as accomplishments in film and television restoration work. These awards are the leading and most complete set of awards for the archive footage industry in the world today.

The 2020 competition is the 17th FOCAL International Awards; the 2020 Award Gala ceremony will be held at The Troxy, London on 18 June 2020.