**Job Description**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Games Programme Manager</th>
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<td>Reports to:</td>
<td>Head of Programmes</td>
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<td>Job Location:</td>
<td>You must be able to work in the London office 60% of your time</td>
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<td>Start Date:</td>
<td>ASAP</td>
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<td>Salary</td>
<td>£36,000 - £40,000 depending on experience</td>
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<tr>
<td>Contract Type:</td>
<td>Permanent</td>
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**Job Purpose**

BAFTA’s Learning, Inclusion and Talent programme works with award winners and nominees and industry experts, creating opportunities for them to share their knowledge and support individuals, so that all those with talent are able to realise their potential, regardless of their background. Our innovative online and live exhibitions explore the role film, games and television play in all of our lives.

This role supports the strategic work within BAFTA’s Learning, Inclusion and Talent team, responsible for the industry and new talent programmes targeted at members and their peers. The role will be responsible for game industry/new talent events and networking year round, both in our flagship venue at 195 Piccadilly in London and in venues around the UK. The role will also assist with the development an inclusion initiative within the Games sector.

The post holder will have a record of accomplishment of working within the games industry and driving passion for inclusion in the industry. They should have a good understanding of event production and/or project management and a passion for engaging audiences in industry issues.

**Key responsibilities and accountabilities**

- BAFTA Learning, Inclusion and Talent Games Programme Manager which will include the programming of events and activity working with the Head of Programmes, Head of Games and Head of New Talent to deliver a programme of world-class events both in London and around the UK. The programme is informed by the post holder’s own industry knowledge and on an ongoing basis by:
  - Background research to support programming aims, identifying partners and opportunities which build on both audience and industry needs.
    - Working with different departments – in particular the Awards team – to applying the learnings from different areas of BAFTA’s activity
  - Delivering a regular programme of high-quality games events and activities for all member types, including masterclasses, networking opportunities as well as other bespoke activity.
  - Programming and delivery is to include tailored monthly activity for BAFTA Connect’s Games members, a new tier of membership for emerging level creatives. This tailored activity is to consist of x2 events a month – networking plus a panel/masterclass. In addition, this role will programme and deliver x1 full day conference for Connect Games members, date TBC.
• Delivering and reporting on contracted Partnership events and activities, ensuring alignment with both BAFTA charitable goals and partner requirements.
• Researching suitable speakers, hosts and/or participants, supporting with content briefs and materials, contacting and briefing participants
• Responding and being responsible for Games industry liaison within the organisation and externally.
• Working with the event production and Industry Programme Officer to create event briefings which ensure the smooth running of events to the high standards expected of the BAFTA programme
• Supporting and advising on effective communication and distribution of content across key games-relevant social media, online community and video streaming platforms
• Working in collaboration with the Games, Awards, Social, Communications and Membership teams to ensure clear scheduling and communication of BAFTA events and activities to both BAFTA members and public audiences.

• Reporting activity and research to BAFTA’s Games Committee, insuring internal policies to ensure events are run in keeping with the organisation’s values
• Industry Talent Initiatives – supporting the Head of Programmes and Head of Games in the development of a Games Industry inclusion initiative for individuals from underrepresented backgrounds
• Industry networking – working with the team to deliver a programme of networking events year round both at 195 Piccadilly and venues around the country
  • Working with partners – industry networks and other organisations – to support the development and delivery of mutually beneficial partnership activity for both tiers of BAFTA membership and which expand BAFTA’s knowledge and contacts
• Communications and content – working with the communications team to promote BAFTA Games opportunities and events to relevant audiences as appropriate, and build a sense of community amongst the membership
• Live and online event delivery responsibilities, and leading on debrief across project team
• Additional support for the wider LIT programme and Awards team as required and agreed.

In addition to the above, the Games Programme Manager may be asked to:
• Work with the Engagement and Inclusion Officer to establish new ways of engaging the membership community
• Work with BAFTA Connect Programme Producer (Film and Television) to establish areas of cross-sector programming

Ideally you will have:

• A strong interest in video games with an up-to-date and insightful knowledge of content, trends and discussion within the medium
• Solid working knowledge of the Games industry in the UK & Internationally
• Experience of programming and delivery of live and online events
• Awareness of and commitment to diversity and inclusion practices within the Games industry
• Excellent desk research skills and attention to detail
Ideally you will be:

- Confident in liaising with high level talent, representatives, senior and prominent industry figures, stakeholders and beneficiaries
- Able to take initiative to improve efficiency of processes
- Able to influence and assert oneself with tact and diplomacy
- Solutions driven, and lateral thinker

ABOUT BAFTA

BAFTA is a leading global charitable institution focused on championing creativity, opportunity and social change for all through the transformative power of film, games and television.

BAFTA’s Vision:
We inspire new and unheard voices to become the future of the Film, Games and Television industries, we support talented people from all backgrounds to help them achieve their potential, we advocate progressive industry and cultural change, and we amplify and celebrate excellence across the screen industries.

BAFTA’s aims: to champion the art and the craft, champion talent and champion the industry environment by:

- identifying and celebrating industry practice deemed exceptional by peer review, thereby elevating the art and craft of film, games and TV;
- providing talent with recognition, inspiration, access and long term support, in particular those under-represented and underprivileged in society;
- enabling a positive and inclusive environment, for an accessible, sustainable and connected industry.

DIVERSITY MONITORING

Our aim is for our staff to be a diverse mix of talented people who want to come and do their best work. BAFTA is committed to increasing diversity, and maintaining an inclusive workplace culture. We welcome applications from all qualified candidates regardless of their ethnicity, race, gender, religious beliefs, sexual orientation, age, marital status or whether or not they have a disability. Please take the time to fill out our Diversity Monitoring Survey. All the information you provide will be anonymous and is not considered with your application.

APPLICATION PROCEDURE

Please apply here and include a cover letter, which in no more than 500 words explains why you think you are suitable for this position, and how your experience and skills match the person specification.