



Film and Video Umbrella  
December 2025

Producer (Part Time)  
21 hours per week

Dear potential candidate,

Thank you for your interest in working with Film and Video Umbrella. If you are an experienced or aspiring Producer, or someone who wants to transition into this field (whether that be from curatorial roles within the visual arts, or from a more traditional film background, where you may already be working as a Producer, Production Manager or First AD) – if you want to work with visual artists to make exceptional moving image work, we would love to hear from you.

We work with contemporary visual artists to produce new moving image artworks that tour predominantly to museums and galleries, in the UK and beyond. We work with artists at all career stages, from emerging to established, and with a range of projects from small and experimental to feature length. We are committed to equity and diversity, frequently platforming historically underrepresented voices. We are the only organisation of our kind in the UK, supporting all stages of commissioning, producing and exhibiting moving image art. As an FVU Producer, you will deliver our programme of artists' moving image, overseeing the production of our commissions working closely with the artists, myself, and the FVU team, managing freelance staff at various stages of production.

We are a small team of six people, who care deeply about the work that we do and the artists we work with. We work from our headquarters in Nottingham, where our new Producers will be based, and we also have an office in London, with regular points of contact across the two offices. Our work often fluctuates based on production and venue schedules, so we can go from quieter to more intense periods throughout the year. The aim of appointing two producers is to help balance the workload in these intense periods. We understand that the Arts can be a challenging sector to work in, so have put many practices in place to support our team and artists. We operate a four-day week (pro-rata as a part time team member), with flexible working to suit different needs. We undertake regular training and access audits to build understanding and support for everyone we work with.

We are deeply committed to making our work and practices equitable, accessible and inclusive. It is vital that our team and our work is representative of the audiences we engage with across the UK. We recognise the need for fair access to careers in the Arts, so are keen to hear from people who have been historically underrepresented in these spaces, including people from the Global Majority, from lower socio-economic backgrounds, who identify as LGBTQIA+ and disabled people. We can support access needs through application and interview. Applications are open now. The deadline is **12 noon on Monday 26th January 2026**. Please see the full pack below for details on how to apply.

I look forward to hearing from you.



Angelica Sule, Director, FVU





### **Cultivating exceptional moving image art.**


Film and Video Umbrella makes excellent and impactful moving image art, connecting artists, organisations and audiences nationally and internationally. We commission, produce, curate and tour artists' moving-image works, and present them in collaboration with galleries and cultural partners throughout the UK and internationally. We enable artists to make challenging and ambitious projects, promoting innovation through our support of new and significant voices working across the visual arts. FVU has supported more than 200 different artists' projects, ranging from ambitious multi-screen immersive installations to short film and video pieces, and online commissions.

Underpinning our activity is a commitment to touring as the most effective model of reaching and engaging audiences, working collaboratively with diverse, regionally-based venues to achieve this alongside a programme of online commissions, screenings and exhibitions that are accessible for people across the UK and internationally.

A concurrent and intertwining aspect of FVU's mission is to identify and nurture talent, and give it the widest possible exposure, while enabling it to realise its fullest potential. We do this by offering high-level professional support throughout all stages of a project's development and production – a commitment to quality that extends to the care and knowhow we bring to its public presentation. We enable artists to make step-change works, acting as a safe pair of hands in which they can expand or experiment with their practice, working with new technologies, new ideas, or introducing them to and enabling them to collaborate with specialist expertise.

Often working with early-career artists, we have a knack of identifying the art-stars of the future for example working with Turner Prize winners and nominees Duncan Campbell, Luke Fowler, Isaac Julien, Janice Kerbel, Mark Leckey and Rene Matić, prior to their nominations. We have repeatedly commissioned breakthrough pieces that have taken artists' works to new or larger audiences than they might have received before, enhancing their national and international profiles.





**Film and Video Umbrella** are seeking to hire two part-time (three days per week) Producers who will, between them, deliver FVU's programme of artist's moving image works, co-ordinating and overseeing the delivery of our multifaceted production activity, working alongside the Director and the team while managing key freelance personnel, to ensure that FVU's commissions are realised to the highest artistic standard, to deadline and within budget. You will provide creative production and postproduction support and expertise, while ensuring that all legal as well as FVU procedures and protocols are followed. Owing to the fluctuating nature of the Producer workload, the Producer role/s also carry some of the administrative duties for the organisation, such as administering FVU's calls for entries schemes.



### Core Producer Responsibilities

- Work with the Director to scope out timelines, budgets and workplans to best facilitate FVU's ongoing production activities, assuming direct project management responsibility for certain productions, overseeing and communicating progress (and any methodological or budgetary changes) to the Director, Managing Director and Bookkeeper.
- From time to time, (in dialogue with and with the approval of the Director) appointing and assisting freelance producer/project manager personnel to deliver other individual components of FVU's programme.
- Work in tandem with FVU's Technical Manager, and/or gallery staff at the respective partner venues, to ensure delivery of final files for gallery or other presentation.
- Engage crew and book facilities and equipment where required, ensuring that all relevant parties are appropriately contracted by FVU where necessary. (Artists' contracts, venue contracts and other partner contracts will be overseen by the Managing Director).
- Working with the relevant project management personnel, ensure all cast and crew receive detailed, accurate and thorough call-sheets in advance of shoots and that all shoots are risk assessed in advance.
- Develop and administrate a festival application strategy for commissioned works.
- Follow good practice when filing documentation, keeping production process notes, and generally making sure project administration is well organised and completed, according to FVU protocols, and appropriate to project needs.
- Ensure that throughout production all media generated is stored and backed-up according to FVU protocols.
- Work closely with FVU's Communications & Content Manager to ensure a steady feed of promotional material to help publicise and contextualise the project, including working with the artist and any relevant production management personnel to secure early release press images, video clips etc. In addition to this, assisting the Communications & Content Manager in getting any information that they may require from the artists.
- Assist the Communications & Content Manager with producing and editing promotional material for FVU's productions and exhibitions, from editing trailers and interviews with artists to creating clips, where called upon to do so.

### Administrative Responsibilities

- Manage key supplier relationships.
- Working with the Technical Manager, develop and maintain FVU's archives and filing systems, both physical and digital, including but not limited to print archives, press archives, and still and moving image archives. Ensure that these are rationalised and kept neatly and are always backed-up appropriately, ensuring that the team are clear on where and how to file items maintaining archive and filing protocols, and assisting them with filing, where called upon.
- Provide basic IT support, trouble-shooting technical issues for the team working with FVU's freelance IT support team where necessary.
- Assist with developing and writing funding applications, and with evaluating and reporting for funders including on-going gathering of quantitative and qualitative information for funder reports, as and where directed to do so.
- Manage calls for applications for both projects and recruitment.
- Help to maintain FVU's contacts databases.
- Be the first point of contact for visitors, for telephone calls, and email enquiries, responding to communications in person and in writing, as directed and manage incoming and outgoing mail and deliveries.
- Ensure that regular office supplies are maintained at agreed levels.

- Organise external bookings such as venues, travel, couriers, equipment and other external bookings as requested.
- Process and distribute publication orders and maintain up-to-date and accurate publication stock records.
- Facilitate loans/distribution of commissioned works where appropriate.
- Take care of Environmental monitoring and reporting, ensuring FVU delivers on its Environmental Action Plan.
- Assist all members of the FVU team as and where called upon to do so.

### General

- Show leadership, compliance and input into workflow management systems and contribute to the on-going objective to improve and develop FVU's processes.
- Help maintain a productive and appropriate working environment.
- Represent and promote FVU at external events.
- Proactively engage with and support FVU's internal performance management culture.
- Other such duties commensurate with the level of this role, that may be required to ensure the smooth running of productions and the office generally.

### Person Specification

Depending on the applications received, we may appoint a 'Senior Producer' and a 'Junior Producer', or we may appoint two people at exactly the same level - both as 'Producer'. This means we are open to applicants with a range of different experience levels, from those with significant and extensive prior film production experience and knowledge of the publicly funded visual arts sector, to those who have less experience in one or both of these areas. If you do not meet all of the person specifics detailed below, but still feel like you would be good at this job, we are still interested to hear from you, and are happy to consider applicants who would grow into the role or bring something different to the organisation. You do not need to have received a university education to apply.



EXPERIENCE	ESSENTIAL	DESIRABLE
Experienced in film production from pre- to post- production, with a strong understanding of a variety of production methodologies, and a demonstrable capacity to deliver films on time and in budget	•	
Experience of successfully submitting films to film festivals		•
Experience of budget management	•	
Experience of drafting and issuing contracts	•	
Experience of writing risk assessments		•
Experience of working with visual artists, developing artworks / exhibitions		•
Experience of running calls for entries		•
Experience and success at maintaining/managing/developing archives		•
Experience of providing administrative support in a busy professional working environment		•
Experience of working in an artistic organisation		•

## SKILLS & ABILITIES

A strong leader – capable of managing people with both care and authority	•	
Highly organised and methodical approach to work	•	
Able to produce clear, accurate and effective written communications	•	
Able to predict potential needs, adjustments, and risks, and to manage plans and systems accordingly in order to accommodate such occurrences	•	
Excellent IT skills and experience using Mac based operating systems	•	
Good level of numeracy	•	
Able to plan for and meet regular, immovable deadlines and prioritise a heavy workload effectively	•	
Able to liaise confidently and productively with external partners	•	

## KNOWLEDGE

A good working knowledge of Microsoft Office suite, including Excel	•	
A good working knowledge of image editing software, such as Photoshop		•
A good working knowledge of editing software such as Premiere	•	
A good working knowledge of design software, such as InDesign		•
User-level knowledge of database software, such as Filemaker		•

## PERSONAL QUALITIES

Innovative and creative thinker	•	
Proactive and self-motivated	•	
Extremely accurate and attentive to detail	•	
Reliable and conscientious	•	
Flexible and proactive approach to change	•	





### VISION

Cultivating exceptional moving image art.

### MISSION STATEMENT

To make excellent and impactful moving image art, connecting artists, organisations and audiences nationally and internationally.

To commission, produce, curate and tour moving image work by artists, to foster ambitious thinking, nurture talent, and make innovative, unusual and challenging work.

To expand the experience, knowledge and skills of artists and arts organisations through making and presenting moving image art, acting as a safe pair of hands in which artists can test new ideas and methodologies, try out new technologies or work in different fields of expertise.





Further information on  
Film and Video Umbrella  
can be found on our website:

[www.fvu.co.uk](http://www.fvu.co.uk)

**Artist Centred:** The interests of artists drive our activities. We work to facilitate and expand the visions of artists and aim to have a positive and transformative impact on their careers.

**Nurturing Excellence:** We strive to create moving image art of the highest quality, and nurture artists to give of their best, in order to make this happen.

**Relevant and Responsive:** Our work is relevant to the audiences we serve, and responds to their feedback, prioritising the quality of their experience.

**Bridge Builders Between Artists and Audiences:** We have a duty to act as a bridge between the artist's intentions and the audience, to render work engaging and accessible.

**Diverse and Inclusive:** We are committed to ongoing learning and change to create true equity, and to proactively removing obstacles to participation in our field. This includes changing and challenging working practices on an ongoing basis.

**Risk-Taking and Experimental:** We aspire to creative innovation – to avoid repetition and to challenge and push the scope of artists, audiences, the medium and ourselves.

**Collaborative:** Everything we do is a collaboration with an artist, and often multiple other creative parties and organisations, and we are committed to going on a positive collaborative journey on every project. We connect artists at all stages of our work – to specialists, venues, audiences and each other. We are network builders.

**Advocates and Critical Friends:** We have a duty to advocate for the artists and organisations that we work with, for the medium and on behalf of the sector, but also a duty of candour to the artists and organisations. We are committed to providing constructive responses, and to challenging poor practices within the organisation and without.

**Prioritising the Emerging and Under-Supported:** Emerging artists will always take up at least 50% of our programme, and we want to back the talents who are struggling to find support elsewhere.

**Environmentally Sustainable:** We are committed to urgently and drastically reducing our environmental impact, while doing so for the long-term sustainability of people and planet.

# Summary of Terms of Employment

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## Salary

FTE salary starting at £30,000 and capped at £35,000 depending on experience. Film and Video Umbrella operates a four day week, and the Producer roles are three days per week within this, so will be 0.75% of the FTE, making the before tax salary for each Producer between £22,500 and £26,250.

## Contract

Permanent

## Hours

3 days per week or 21 hours per week, excluding lunch breaks. The FVU team operates a four day week with our usual working hours of 10am – 6pm, Monday - Thursday. These hours can be amended by prior agreement with your line manager, for those with caring responsibilities, or other needs and preferences.

## Annual Leave

17 days, inclusive of bank holidays, plus additional days over the Christmas period, when we shut down for two weeks.

## Location

Nottingham – You will be based at FVU's head office which is located within Broadway Cinema in Nottingham city centre. Some national travel will be required to our London and Newcastle offices, as well as for production work, and attendance at exhibitions. We accommodate preferences for home working, but require the Producers to work from our office, a minimum of two days per week.

## Reports

To the Director

## How to Apply

Please send the following to [admin@fvu.co.uk](mailto:admin@fvu.co.uk)

— Curriculum Vitae (no more than two sides of A4)

— Covering letter or supporting statement (no more than two sides of A4)

## Deadline for applications

12 noon on Monday 26th January 2026



We are an organisation that works with a wide spectrum of artists and partners to bring outstanding work to expansive audiences around the UK and beyond. It is vital that our team is representative of the range of people that we work with across the UK, so we welcome applications from candidates of all backgrounds. We particularly encourage applications from individuals who have been historically under-represented within the visual arts, including individuals who are disabled, LGBTQIA+, who are from the Global Majority or from lower socioeconomic backgrounds.

Your identity will not affect the assessment of your application. Applications will be assessed solely on your relevant experience and skills.

Any details included in your application that may indicate a protected characteristic, including but not limited to your name, age, dates that you attended school and/or university, will be redacted from your application before it goes to the people who will assess your application, to aid in removing any unconscious bias when selecting the shortlist.

Applicants with disabilities who opt in, are guaranteed interviews where they meet the essential requirements of the role, as set out in the job description. We will support any access requirements you may have during the recruitment process and ensure that reasonable adjustments are in place. If you have any access needs, or barriers to access that you would like to discuss, please do not hesitate to let us know either before applying or as part of your application. Contact: [admin@fvu.co.uk](mailto:admin@fvu.co.uk)

We would be grateful to all applicants if you could complete an anonymous Equal Opportunities Monitoring Form. We will send this to you upon receipt of your application.



## List of images in order of appearance:

Hope Strickland, *a river holds a perfect memory* (2024). Installation image, Arnolfini, Bristol.  
 Naeem Mohaiemen, *THROUGH A MIRROR, DARKLY* (2025). Installation image, Albany House, London.  
 Rhea Storr, *SUBJECTS OF STATE / LABOURS OF LOVE* (2025).  
 David Blandy, *Commons* (2025).  
 Gayle Chong-Kwan, *A Pocket Full of Sand* (2024). Installation image, John Hansard Gallery, Southampton.  
 Maryam Tafakory, *Nazarbarzi* (2021).  
 Georgina Starr, *Quarantaine* (2020).  
 Amaal Said, *Open Country* (2025).  
 Ruth MacLennan, *A Forest Tale* (2022).  
 Larissa Sansour and Søren Lind, *Familiar Phantoms* (2023). Behind the scenes.  
 Rhea Storr, *SUBJECTS OF STATE / LABOURS OF LOVE* (2025). Installation image, Site Gallery, Sheffield.