

MIRANDA MUNGAI

COMMUNICATIONS MANAGER – BERWICK FILM & MEDIA ARTS FESTIVAL

Nov 2023 - 2026

I manage all communications, press and some production work for the UK's festival for new cinema and artists' moving image.

- Creating marketing campaigns, strategies and timelines.
- Managing all social media, including targeted and general newsletter campaigns using Mailchimp, Instagram posts and Facebook posts/events using Meta Business Suite. Creating graphics and reels using Canva.
- Creating audience development strategies, reporting on the impact of campaigns and measuring engagement across platforms.
- Writing and editing copy, press releases, and supporting the commission and editing of essays. Managing print production of a 120pp catalogue, concertina guide, posters and postcards.
- Managing, auditing and updating the website using WordPress CMS, Filmchief database, HTML and CSS.
- Writing briefs and contracts, negotiating fees, hiring and line managing freelance Graphic Designer, Website Developer, Photographer and temporary contract Website and Catalogue Editor and Press Officer.
- Managing identity re-design across print and digital.
- Managing all signage, regional poster distribution, print/digital advertising and merchandise with third party providers according to a budget.
- Manage ticketing and box office, creating ticketing proposals and liaising with third party venue hosting the box office.
- In 2025, independently produced and delivered artist and professional development programmes the New Cinema Forum and Early Career Critics.
- Building partnerships with local, regional, national and international organisations - including local and county councils, arts and culture organisations, film festivals, activist groups, local trade unions.
- Support the scheduling of the festival, production of events, and venue coordination.
- Participate in writing funding applications, evaluations and reports for internal use, board meetings and funders.

RUINS FULL OF FUTURES SPECIAL EVENT – LONDON SHORT FILM FESTIVAL

Jan 2025

I produced and curated a short film programme and facilitated a post-screening discussion for the London Short Film Festival.

- Conceptualised and researched the event, focused on sustaining social and cultural commons amidst the financialisation of cities.
- Selected films, invited filmmakers for discussion, created a poster for marketing.
- Found an artist-run venue in keeping with funding requirements and thematic relevance.
- Wrote an accompanying essay on the films and theme of the programme.

LEARNING TO IMAGINE A FUTURE – OUTPOST GALLERY

Oct 2023

I was selected from an open call to deliver a screening and facilitate an interactive discussion at OUTPOST Gallery, Norwich for Black History Month.

- Selected and negotiated film selections directly with the filmmaker and with ARGOS distributors.
- Screened *Boots on Ground* (Kiran Kaur, 2021) and *Speech for a Melting Statue* (Collectif Faire-Part, 2023) alongside archive footage from recent protests and riots against racist police brutality.
- Facilitated a workshop and discussion considered the nature of social media as part of protest movements and aims of recent histories of dissent in relation to the ideas of thinkers such as Frantz Fanon and the Black Power Movement.
- Budgeted and installed the exhibition with support from the OUTPOST team.

GUEST CURATOR – IMPAKT FESTIVAL

Feb – Oct 2023

I was selected from an open call to curate three film screenings followed by discussions responding to the theme "Reclaiming Digital Agency" for the new media and arts festival based in Utrecht, the Netherlands.

- Conceptualised and researched the programme themes and films, liaised with guest participants via email and video call, and produced the events according to a budget.
- Negotiated screening fees directly with filmmakers and with distributors.
- Kept in continual contact with the Festival Director, updating the team on my progress and joining regular virtual meetings.
- The programme 'Entangled Networks' featured 3 experimental short documentaries, and invited policy officers from Amnesty International NL, Bits of Freedom, alongside game developers, digital media artists and a Dutch MP.

SCREENING DAYS ADVISORY GROUP MEMBER – INDEPENDENT CINEMA OFFICE

Apr – Oct 2023

Alongside two other consultants, provided advice and expertise for the Independent Cinema Office's 'Screening Days' – a forum for independent cinemas with sessions, workshops and screenings.

- Attended regular meetings providing feedback and advice.
- Attended 4 day-long Screening Days held around the UK and spoke to independent venue representatives about their experience of the event.
- Participated in selecting the session proposals for each Screening Day from an open call.

WORKSHOP FACILITATOR – INCLUSION & DIVERSITY SCREENING DAYS

Sept 2023

Delivered a workshop for independent cinemas and film exhibition professionals in the UK as part of the Independent Cinema Office's Inclusion and Diversity Screening Days.

- The interactive virtual workshop considered how venues can create connections with local communities and foster inclusive spaces that are welcoming and accessible for diverse and marginalised audiences.

FLAHERTY CURATORIAL FELLOWSHIP – 68TH FLAHERTY FILM SEMINAR

June 2023

I was selected as one of three online curatorial fellows for the seminar themed "Queer World-Mending."

- I participated in the intensive 8-day seminar, watching short experimental documentary from queer filmmakers, and discussing their significance with a group of 20 other fellows from around the world.
- I have connections with filmmakers and professionals around the world and have a comprehensive knowledge of contemporary and repository queer cinema.

MEMBER – EVEN NORWICH

Jan – Oct 2022

Working with other artists, curators, and musicians to deliver DIY experimental arts and film events in Norwich on a voluntary basis.

- Film curation, production, venue hire, securing funding, budgeting, hosting and managing acts.

RECRUITMENT EVENTS ASSISTANT – UNIVERSITY OF EAST ANGLIA

Mar 2020 – Oct 2022

I organised major recruitment events with attendance of 1,500+ visitors from around the UK and the world in this administrative role.

- Interviewed, contracted, and managed 500+ students at the university to work on events, scheduling shifts according to departmental needs and students' degrees.
- Streamlined management procedures, events timelines and production schedules using bespoke databases and Excel spreadsheets.
- Data management, administrative tasks, created promotional materials in InDesign and supervised email accounts.
- Processed large quantities of applicant and visitor data between Target X (Salesforce) and spreadsheets.
- Represented the university at events and coordinated events on the day, engaging with the public.
- General administrative tasks as needed including data entry, supervising email accounts, competitor research, and proof-reading.
- Worked overtime in the Clearing Call Centre.
- Provided bespoke care for those with accessibility needs, speaking with visitors via phone and email to ensure they were catered for, going above and beyond to ensure their comfort, and liaising with Health and Safety teams to devise safety plans.

CLEARING OPERATIONS MANAGER – UNIVERSITY OF EAST ANGLIA

Jun – Aug 2022

I was invited to take on this temporary role by senior management in recognition of my organisational and administrative skills.

- Managed 100+ colleagues from around the university working overtime at our Clearing Call Centre.
- Drew up desk plans and scheduled shifts according to the overtime availability of each colleague and assigned each of them roles according to their professional area of expertise.
- Set up each colleague with appropriate database and software user profiles (Gamma Horizon & Akixi) and helped with any related issues over the course of the Clearing week.

DOCUMENTARY PROGRAMMER – LONDON SHORT FILM FESTIVAL

Apr 2018 – Apr 2022

I curated four short documentary film programmes per year from open submissions, which were screened at the Institute of Contemporary Arts (ICA) to audiences of up to 185 people.

- Managed a pre-selector and curated four documentary programmes and the UK Competition selection.
- Scheduled the programmes.

- Wrote copy for each programme and introduced each programme.
- Researched, negotiated fees, curated and delivered two special events - 'Public Intimacies' (2020), three programmes on women's video diaries at the ICA and 'With Warmth and Ecstatic Solidarity' (2021) a virtual screening and discussion on expressions of international solidarity through film. I negotiated the screening rights with support from the Deputy Director and Marketing Manager.

TALKS PROGRAMME ASSISTANT – SHEFFIELD DOCUMENTARY FESTIVAL

Mar – Jun 2021

I worked with industry partners such as National Geographic and the BBC, and filmmakers from the programme to deliver artist and industry talks.

- Worked with partners and technical teams to ensure the smooth delivery of events.
- Regularly updated website copy, links to events, tags and imagery using a CMS.
- Technical work for delivery of virtual events.
- Assisted other teams internally as needed in an administrative capacity.
- I was responsible for liaising with Campbell X, Lydia Lunch, and Judah Attile. I worked closely with Judah and an audio producer to deliver a podcast episode and accompanying texts. I was also responsible for managing the participation of speakers from Nat Geo and the BCC, working closely with producers.

WORKSHOP CO-ORDINATOR – SOUTH LONDON GALLERY

Feb 2021

I led a virtual workshop for the South London Gallery's Arts Assassins youth collective (aged 14 -21) on how to curate films for a film festival.

- I created an interactive workshop plan and facilitated the workshop. I created a cheat sheet for the participants to take away with them.

INDUSTRY EVENTS PRODUCER – LONDON SHORT FILM FESTIVAL

Sept 2018 – Jan 2021

Produced 10 events over 5 weekdays, including conversations with industry professionals, filmmakers from the programme and workshops for emerging filmmakers.

- Conceptualised, researched and produced the events according to a deadline and budget.
- Invited panellists and speakers, and acted as main contact over the before, during, and after the events.
- Scheduled events and worked with the festival team to ensure complementary scheduling of related events across the 10-day festival.
- Wrote copy for each event and budgeted speaker fees and box office prices.
- Created partnership and sponsorship proposals and secured partnerships with beverage brands.
- Venue coordination and technical work on the day, including managing volunteers.

PRINT-PRODUCTION CO-ORDINATOR – LONDON SHORT FILM FESTIVAL

Sept 2019 – Jan 2020

I worked with the Marketing Manager to produce the 2020 festival brochure and website.

- Wrote, formatted, and edited copy. Worked with programmers to brainstorm and improve copy.
- Worked with the graphic designer to ensure visual consistency across the brochure, website, and posters.
- Assisted the Marketing Manager across all other marketing materials.

INTERNATIONAL SUBMISSIONS PRE-SELECTOR – LONDON SHORT FILM FESTIVAL

Apr 2019 – Sept 2019

- Watched the 2019 submissions (narrative and experimental films) to the London Short Film Festival International Competition and provided considered critical comments for the international programmer at monthly programming meetings.

VISITING PROGRAMMER – HALIFAX INDEPENDENT FILMMAKERS FESTIVAL

Jun 2019

I was invited to this film festival in Halifax, Canada to help filmmakers understand how to submit their films to European festivals.

- Participated in a panel discussion alongside programmers from TIFF, FNC and Indie Memphis.
- Participated in a speed-dating style Programmer Initiative for local independent filmmakers.
- Curated a screening of *Absent Wound* (Maryam Tafakory, 2018).

FESTIVAL ASSISTANT – OPEN CITY DOCUMENTARY FESTIVAL

Apr 2019 – Sept 2019

- I assisted with production of the festival.
- General administrative tasks: working with databases, researching, emailing.
- Based in the festival hub over the course of the festival and assisted with delivery of industry events.

COMMUNICATIONS EXECUTIVE – LONDON SCHOOL OF ECONOMICS SSEIP

Sept 2018 – Mar 2019

I managed copy across all marketing materials for the Summer Schools and Executive Programmes department.

- Devised and implemented improved website plans for a smooth customer journey.
- Wrote up value propositions for the courses on offer across the Summer School programmes and the University of London/LSE International Programme.

- Received formal training in SEO and Google Analytics and optimised the website accordingly.
- Wrote and edited copy for the website, brochures, social media, and newsletters.
- Conducted interviews with past students and transcribed video testimonials from current students and academics to create website content.
- Proofread and edited work from across the department.
- I designed and uploaded content (articles, courses, FAQs, and accommodation information) to the website using Contensis CMS. Ensured consistent formatting across the website with HTML and CSS.

ARCHIVE ASSISTANT – TATE BRITAIN

Feb – May 2018

I archived the files and ephemera of past curators.

- I sorted files according to a file plan, and determined which files needed to be retained for legal and archival purposes. I was responsible for destroying all other documents.

SUB-EDITOR – GAL-DEM

Feb 2018 – Dec 2019

- Sub-edited online articles and the first print issue, editing for grammar and adherence to the house style guide.

EDITORIAL INTERN – ROYAL ACADEMY OF ARTS MAGAZINE

Sept – Dec 2017

- General administration tasks, correspondence with Royal Academicians and galleries, research tasks.
- Worked closely with the sub-editor

UNDERGRADUATE RESEARCH FELLOW & TRANSCRIBER – KING'S COLLEGE LONDON

Jun – Jul 2017

- I worked largely in the capacity of sub-editor on the academic edited collection 'Fantasy/Animation: Connections between Media, Mediums and Genre,' published by Routledge in 2018.
- I was contracted by my lecturer Erika Balsom to transcribe interviews with curators and co-op members for the academic edited collection 'Artists' Moving Image in Britain since 1989' published by Yale UP.

ARCHIVE COLLECTIONS AND ENGAGEMENT VOLUNTEER – SOUTHBANK CENTRE

Oct – Dec 2016

- I organised and catalogued the Southbank Centre's archival material in preparation for digitisation with a team of volunteers.

SOCIAL MEDIA AND MARKETING INTERNSHIP – CINEMA JAM

Jun – Sept 2015

I completely overhauled the social media at this short film events start-up and increased visitor engagement by 80%.

- Managed all social media and marketing campaigns across Facebook, Twitter, and MailChimp.
- Designed, created, and delivered weekly reports on engagement and research on how to better improve engagement.
- Copy and blog post writing.
- Used Hootsuite and Trello to streamline work processes.
- Organised and updated membership databases.
- Liaised with sponsors, partners, and filmmakers to ensure their needs were being met.
- Venue, front of house, and box office co-ordination during monthly events.

MODERATION AND FACILITATION

New Cinema Forum - Berwick Film & Media Arts Festival 2025

"Sustainable Contexts for Critical Practice" - Berwick Film & Media Arts Festival 2024

↪ w/ *Lyn Hagan, Lesley Guy & Kate Liston*

"With Warmth and Ecstatic Solidarity" Q&A - London Short Film Festival 2021

↪ w/ *Bircan Birol and Suneil Sanzgiri*

"Performative Practice on Film" Panel Discussion - London Short Film Festival 2020

↪ w/ *Onyeka Igwe, Maryam Tafakory and Lanre Malaolu*

"Politicising Form: Artist filmmakers in Conversation" - London Short Film Festival 2020

↪ w/ *Morgan Quaintance, Andrea Luka Zimmerman and Kamal Aljafari*

"The Ethics of Representation in Documentary" - London Short Film Festival 2019

"Mise-en-Scène Shorts Part 2" Extended Introduction - London Korean Film Festival 2019

"Labour/Leisure" Introduction/Q&A - Open City Documentary Festival 2019

WRITING

- **London Short Film Festival** - *Ruins Full of Futures* (2025)
- **Cinema Year Zero** - *Online Realism, A Contemporary Cinema of Alienation* (2023)
- **Dispatch Feminist Moving Image** - *Visualising Blackness: Handsworth Songs and Documents of Police Brutality* (2020)
- **New Writing on Non-Fiction** - *Winter's Yearning, Consequences of Cultural Displacement* (2019)
- **Directed by Women** - *Chez Jolie Coiffure directed by Rosine Mbakam* (2019)
- **Royal Academy of Arts Magazine** - *City Focus: Manchester Marks Partition* (2017)
- **MyDylarama** - Documentary Reviews and Features (2015)
- **Cinema Jam** - Reviews and Features (2015)

DIGITAL SKILLS

- **Web Development** (WordPress, CMS, HTML, CSS, CLI).
- **Marketing** (Mailchimp, Hootsuite, Percolate, Meta Business Suite, Reporting).
- **Virtual Event Production** (Zoom, Eventive, Microsoft Teams)
- **Microsoft 365 and Google Workspace**
- **Design** (InDesign, Photoshop, Pixelmator Pro, Canva).
- **Video Production & Editing** (Camera operation, Adobe Premiere Pro, After Effects, Davinci Resolve).
- **Audio Production & Editing** (Zoom recorder & boom operation, Audacity).
- **Project Management Software** (Trello, Slack, Clickup).
- **Databases & Data management** (Microsoft Excel, Filmchief, Target X, Salesforce, bespoke systems)
- **Meeting & calendar management** (Zoom, Teams, Google Meet).
- **Accessibility** (alt-text, formatting for screen readers)

TRAINING

- **SEO and Google Analytics** (2018)
- **GDPR Compliance** (yearly, 2020 - 22)
- **Safeguarding Vulnerable Adults and People Under 18** (yearly, 2020 - 22)
- **d/Deaf Awareness** (2025)
- **ADHD Awareness** (2025)