

Job Description: **Film Office Coordinator**

What we do: We develop and champion North East England as one of the UK's leading film and TV production hubs where exceptional screen industry talent can live, create and work.

What you'll do: You'll work as part of the Film Office team to attract film and TV production to the North East encouraging them to use regional crew, locations and facilities. You'll also build, support and maintain a database of regional crew.

You'll coordinate the delivery of our North East Screen Access* initiative supporting paid trainee and shadowing opportunities on productions in the north east as well as day to day support for Crew Academy members.

The post holder must also be willing/able to work outside of office hours when required. Must be able to drive and have access to a vehicle.

Who you'll report to: Production Service Manager

Key Tasks, could include:

- Working within the North East Screen Access initiative to promote opportunities to members and to support productions in recruitment.
- Support emerging talent as they begin to grow their career by offering insights on work opportunities, including tactical support such as refining CV's and interview techniques
- Monitor and evaluate Crew Academy member's career development and progression, providing information to the monitoring team for funding requirements
- Manage the Crew Academy's online presence and reshare career progression opportunities
- Maintain Crew Academy profiles online
- As part of the Film Office team you'll be the first point of contact for all enquiries from tv and film production companies, all the time championing the region and providing a great customer experience.

- Being responsible for the growth and maintenance for the region's crew and facilities database, ensuring its relevance and accuracy. Carrying out any relevant research to fill such gaps.
- Supporting visiting productions by attending or organising familiarisation and recce trips to the region
- Developing relationships with regional production companies to identify and establish work, training and shadowing opportunities.
- Supporting Line Producers to fill work opportunities on live productions across the region.
- Preparing production case studies with the marketing team which can be used to maximise PR opportunities.
- Working with internal teams to collect and collate statistical information on production activities and provide regular updates to support the monitoring processes.
- Working with the Marketing team to organise Production Service events both in person and digital

Additional Responsibilities

- Help to maintain delivery partnerships at a regional, national and international level.
- Corporate responsibilities including working with line manager to organise work schedule and creating and maintaining professional relationships with other members of staff.
- Demonstrate a personal commitment to NFM's Diversity, Equality, and Inclusion responsibilities, which include a positive and proactive approach to equality of opportunity in all aspects of the organisation's operations, particularly in relation to people from under-represented groups.
- The post holder must also be available to work outside of office hours when required and support with some out of hours digital support.

Experience and Skills you'll bring to the role;

- Experience working in film and or TV production
- Must have an in depth knowledge of the region's existing crew base and skills shortage areas
- Demonstrable understanding of the variety of roles required in production.
- Good understanding of all areas of production across scripted/unscripted, HETV, features.
- Have a client-focussed approach and be confident working with people at all levels.
- Good facilitation, negotiation and problem solving skills

- Good organisational skills, with proven ability to manage complex tasks within budget
- Administration of CRM and bespoke web based database
- Working on project administration and monitoring.
- Have experience of recruitment, selection and developing careers.
- Accuracy and attention to detail when recording and collating data and information.

Competencies

- Enjoy participating in a team learning environment and whilst working in a professional manner aligned to our ED&I policy.
- Ability to work to a deadline managing multiple tasks and prioritising workflow.
- Clear, articulate communication skills both oral and written. Numerically literate.
- Respectful of employees, customers and team members in all conversations and communications.
- Good knowledge of MS Office tools including Excel, Word and Outlook. Computer literate including Adobe.
- Flexible regarding working hours and methods

Qualifications

- **Must be able to drive and have access to a vehicle.**

Health & Safety

- Ensure compliance with Company Health & Safety policies, procedures and good practices
- Promote, develop, and implement organisational activities which support and enhance environmental sustainability

The post holder must also be able to in a work flexible way which includes, travel and working at NFM's various offices with some out of hours working on occasion.

This post is part-funded by ERDF and the activities are wholly included in NFM's ERDF project. As such the post holder must ensure that the conditions of NFM's ERDF project are adhered to across all activities of the organisation.

*North East Screen Access is a new initiative supporting people to break into film and TV by providing paid training and shadowing opportunities.

Due to the changing nature of our business this job description may change. You will, from time to time, be required to undertake other activities of a similar nature that fall within your capabilities as directed by management.