

**Job Title:** Film Office Coordinator (Locations)

**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 locations.

You'll support North East Screen (NEScreen) to deliver a talent and business development programme of activities and events for emerging and established film and television professionals.

**Who you'll report to:** Production Service Manager

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**Key tasks, could include:**

- 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.
- Growing, developing and maintaining the region's online location database, ensuring its accuracy and carrying out any relevant research to fill such gaps.
- Visiting and photographing potential locations. Offering advice and guidance to owners and representatives where appropriate
- Logging and tracking enquiry and production activity including where the production films and requesting information about economic impact of the production.
- Supporting visiting productions by attending or organising familiarisation and recce trips to the region
- Support Line Producers to fill work opportunities on live productions across the region.

- Prepare production case studies to 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.
- To assist the Production Service Manager to deliver Filming Friendly CPD activity and administration.
- Working with the Marketing team to organise Film Office events both in person and digital
- Any other responsibility/task that the Operations Director may consider appropriate to the role, including but not limited to general administrative duties, as directed.

### **Experience and skills you'll bring to the role:**

- Ability to record and interrogate data provided from a number of sources both qualitative and quantitative.
- Good knowledge of film and TV production both scripted and non scripted
- Good relationships skills and experience of working with key industry talent.
- Must have a good knowledge of the region's potential locations.
- Have a client-focussed approach and be confident working with people at all levels.
- Good organisational skills, with proven ability to manage complex tasks with Budget
- Administration of CRM and website (CMS, ideally Wordpress, social media)
- Working on project administration and monitoring.
- Accuracy and attention to detail when recording and collating data and information.
- MUST be a car owner/driver

### **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 NEScreen'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.

### **Competencies**

- Enjoy creating a team learning environment and able to learn from our team whilst working in a professional manner aligned to our ED&I policy.
- Ability to manage multiple tasks and prioritize 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.

### **Qualifications**

- Clean driving licence and vehicle ownership

### **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 NEScreen's head office in Sunderland and across the Tees Valley with some out of hours working at events and on digital support.

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



**European Union**

European Regional  
Development Fund



**North  
East  
Screen**

In partnership with  **NESIP**

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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.