



**Job Title:** Film Office Skills Manager

**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 will manage North East Screen's below the line crew skills training programme focusing on developing long term activities which grow the North East crew base to service the needs and growth in screen production.

**Who you'll report to:** Operations Director

**Who you'll manage:** Film Office Coordinator (Crew)

---

**Key Tasks, could include:**

- Growing North East Screen's Crew database to meet the needs of production targeting roles where we have skills gaps and shortages.
- Developing a plan which delivers a proactive approach to Equalities, Diversity and Inclusion, actively addressing under representation and exclusion with the aim of diversifying the workforce.
- Working with the Operations Director to develop and deliver the Crew Academy plan for emerging and aspiring crew.
- Identifying, securing and managing work experience opportunities, trainee placements and higher level shadowing opportunities in production through our Access initiative.
- Undertaking research and individual diagnostics with more experienced crew to identify career pathways whilst considering skills shortages and gaps through the Step Up, Step Across programme.

- Acting as Skills lead with Northern Alliance group looking at pan Northern opportunities.
- Leading and coordinating the NESIP (North East Screen Industries Partnership) Skills Steering Group which includes HE/FE representatives and industry representatives.
- Identifying and working with other education and training providers.
- Working with Film Office Manager/production companies to identify future skills gaps and shortages.
- Growing the number of Heads of Department and senior crew within the region, including encouraging senior crew to return the region.
- Managing the budget for the department.
- Working with the monitoring team to track the qualitative and quantitative impact of the Skills strategy across all initiatives.
- Working with the Marketing Team to communicate the impact of North East Screen's work. Including skills case studies.

#### **Experience and Skills you'll bring to the role**

- Minimum of 3 years resource and staff management experience in a similar role
- Demonstrable in-depth knowledge of the skills and talent required across the screen industries in both scripted and non scripted production.
- Experience of developing and delivering professional development programmes for both individuals and groups.
- Experience and knowledge of monitoring, evaluating, and reporting activity including career progression.
- Demonstrable experience of building effective partnerships.
- Proven project management skills and motivating others.
- Good organisational skills and resilient to external pressures.
- Flexible towards to change and have an entrepreneurial approach.
- Experience of managing and working within a budget.
- Understanding of equalities, diversity and inclusion and the challenge of increasing diversity across the workforce.

### **Competencies**

- Enjoy creating a team learning environment and able to learn from our team whilst working in a professional manner aligned to our EDI policy
- Ability to manage multiple tasks and prioritise workflow
- Able to work under pressure and to deadlines.
- Clear, articulate communication skills both oral and written. Numerically literate.
- Good computer literacy including MS Office (Outlook Excel, Word, Teams, Powerpoint), bespoke databases, CRM.

### **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

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.