

Job Title: Business Development 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 Talent and Business Development team to deliver an outstanding talent and business development programme of activities and events for emerging and established film and television professionals.

Who you'll report to: Talent and Business Development Manager

Key tasks, could include:

- As part of the Talent and Business Development team you'll be the first point of contact for all enquiries identifying next steps.
- Coordinating the team's meetings and diaries.
- Logging and tracking all enquiries and applications to funding processes ensuring compliance with conditions, paperwork complete and ensuring the process runs smoothly.
- Growing, developing and maintaining the teams network and contacts.
- Working with the Marketing team to identify and prepare case studies of clients and companies to use to maximise PR opportunities.
- Working with the Monitoring team to collect and collate statistical information on team activities, providing regular updates to support the monitoring processes.
- Working with the Marketing team to organise external events both in person and online
- Drafting call outs to initiatives and opportunities
- Maintaining records, application paperwork and activity
- Promoting the team activities on North East Screen's Comedy HotHouse social media accounts
- Coordinating and supporting peer to peer networks

- Any other responsibility/task that the Head of Talent and Business Development 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:

- Keenness to strive for best practise and constantly review process
- Experience of devising, supporting and coordinating events, both in person and online
- Experience of being the first point of contact for a team and finding best options
- Experience/knowledge of how to support business development
- 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-desirable but not essential
- Good relationships skills and confident working with people at all levels
- Good organisational skills, with proven ability to manage complex tasks within budget
- Experience working on project administration and monitoring
- Accuracy and attention to detail when recording and collating data and information
- Understanding of equalities, diversity and inclusion and the challenge of increasing diversity across the workforce

Competencies

- Ability to be proactive to spot and solve problems
- Familiar with using social media to promote an organisations aims and objectives
- Ability to manage multiple tasks and prioritise workflow
- Clear, articulate communication skills both oral and written. Numerically literate
- Respectful of employees, customers and team members in all conversations and communications
- A team player also able to show and work on own initiative
- Good knowledge of MS Office tools including Excel, Word and Outlook
- Accuracy and attention to detail when recording and collating data and information

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.

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.

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.