



## North East Production Fund – Fund Advisor Specifications

North East Screen are looking to sub contract a Fund Advisor to support our North East production Fund.

Our region has inspired some of the UK's most lauded and beloved film & television productions. From Get Carter and Billy Elliot to I Daniel Blake and Blue Jean. From Byker Grove and Our Friends in the North to Dumping Ground, Inspector George Gently, Vera and Robson Green's Weekend Escapes. Netflix have showcased our amazing locations in Outlaw King, Frontiers and The Last Kingdom. The North East has always proved a versatile and diverse cinematic setting, shaped by its strong sense of community and distinct cultural identity. We have also welcomed some of Hollywood's biggest feature films in recent years from the Harry Potter series, Transformers: The Last Knight and Avengers: Infinity War to the recent releases 1917, Dungeons & Dragons and Indiana Jones & The Dial of Destiny. They join the long list of producers and directors attracted to the regions' unparalleled beauty, the close proximity of our coastline and castles, and the juxtaposition of history, industry and our untapped thriving and diverse urban scene.

Supported by funding from the North East Screen Industry Partnership, the North East Production Fund is a discretionary funding scheme, managed and delivered by North East Screen.

Open to both local and national companies, the fund aims to catalyse the sustainable growth of the region's film and TV production sector by investing in a portfolio of distinctive, high-quality projects that will collectively contribute to the North East region increasing the on-screen visibility and actively contribute to employment of locally based crew, spend in region and improved equality, diversity and sustainability.

We are seeking to invest just under £4 million over the next 4 years.

The role involves:

- Where required, supporting North East Screen staff to raise awareness of the North East Production Fund within the film/TV sector aiming to generate 'deal flow' i.e. a steady flow of potential high quality projects in such quantity that allows the Production Fund Investment Panel to select those that meet the Fund's strategic objectives.

- Acting as a key contact for potential applicants including those submitting formal Expressions of Interest, offering advice and guidance on the Fund's aims, objectives and operational processes.
- Supervising the assessment of all project applications. This includes liaising with applicants, external specialist assessors (where appropriate) and the relevant North East Screen staff.
- Ensuring that appropriate due diligence is undertaken in accordance with the Fund's investment policy and published guidelines.
- Making detailed written recommendations on investments to the North East Screen senior management team and, ultimately, to the NESIP Production Fund Investment Panel.
- Supervising commercial and contractual negotiations with successful investees in conjunction with the North East Screen senior management team and external legal counsel, as well as providing constructive feedback to unsuccessful applicants.
- Closely collaborating with as well as lending expertise and support to the relevant North East Screen film office, talent and skills/training staff to ensure the delivery of a fully integrated, value added offer to all awarded productions.
- Acting as North East Screen's delegated production representative in relation to awarded productions, liaising regularly with investees, exercising contractual consultation and approval rights on behalf of North East Screen in close collaboration with the senior management team and ensuring that all obligations including agreed regional spend and employment targets, skills development/trainees, branding/marketing, equality, diversity, inclusion and sustainability outcomes are met.
- Providing regular updates and briefings to North East Screen's senior management team as well as contributing to formal monitoring and reporting activity on both awarded productions and overall fund performance including progress against agreed outputs and outcomes.
- Contributing to the effective marketing and promotion of the Production Fund, of awarded productions, and of the North East film/TV offer generally.



- Maintaining systems, procedures and records in line with North East Screen's organisational policies and objectives.

Find more information about our [Fund here](#).

We are looking for someone with extensive previous experience in a similar role to support our team here at North East Screen and to provide information to our NEPF Funding Panel as necessary.

We expect an average of 6 days work per month on an as and when basis. Minimum contract 12 months.

Please apply by sending details of previous experience, expected remuneration and your CV to [gayle@northeastscreen.org](mailto:gayle@northeastscreen.org) before June 30<sup>th</sup> 2023.