

Job specification

Programme Co-ordinator

Closing date and time for applications: 25th April 2021, 17.00

Thank you for your interest in the post of Programme Coordinator. Further information regarding this position can be found below.

To apply for this role, please send your CV and covering letter to Screen Yorkshire's **Talent Development Manager, Jo Schofield** jo@screenyorkshire.co.uk

All short-listed candidates will be contacted by Friday 30th April 2021. Unfortunately we are not able to respond to every application we receive, but if you have not heard from us by 4th May 2021 you should assume that, on this occasion, your application has not been successful. Interviews will be held on 6th May 2021.

About Screen Yorkshire

Screen Yorkshire champions the film, TV, games and digital industries in Yorkshire and the Humber. Our aim is to secure and support the very best projects, companies and individuals, helping to make the region one of the most sought-after destinations for production in the UK. We deliver this vision by investing financially in productions; developing talent to create a skilled workforce; and fostering Yorkshire's global reputation as an outstanding location for creatives.

Screen Yorkshire provides the Film Office services for Yorkshire & Humber and has been leading the development of the Yorkshire Screen Hub, a cluster for the screen industries, supported by the BFI through its Creative Cluster Challenge Fund. Screen Yorkshire also works with ScreenSkills, NFTS and the BFI to devise and deliver industry schemes to develop regional and UK wide talent.

More recently Screen Yorkshire has become a partner in the Screen Industries Growth Network (SIGN), a unique, business-facing initiative supporting the TV, film and games industries in Yorkshire and the Humber, led by the University of York. The SIGN project is providing specific support for Screen Yorkshire's *Flex* programme referenced below.

Job Specification

Contract Term: 2.5 days per week, 24 month contract

Salary: £20,000 pro rata

Responsible to: Talent Development Manager

The Role

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The role of Programme Co-ordinator will contribute to the delivery of Screen Yorkshire's talent development work; with a particular emphasis on a new talent development programme called *Flex*.

Flex will be delivered by Screen Yorkshire from late Spring 2021 with support from the Screen Industries Growth Network (SIGN) and BFI Network – Film Hub North. Although the UK offers a variety of current opportunities aimed at supporting talent on the road from short films to features or into terrestrial television, there are no structured initiatives for talent to develop their voices and stories in an arena not pre-conceived by form, length and platform. *Flex* will equip storytellers with the skills to hop nimbly between platforms and formats creating strongly authored and ambitious narratives. We aim to future-proof the screen industries in Yorkshire and the Humber as content consumption goes through a period of unprecedented change.

Working closely with the Head of Creative, and the Talent Development Manager, the Programme Co-ordinator will proactively engage with talent and participants, assist with programme support (such as helping to co-ordinate masterclasses), and provide administrative support throughout the length of the scheme. We are looking for somebody who is a great communicator with strong organisational skills and a demonstrable interest in the creative industries.

Responsibilities

Coordinate the organisational, administrative and communication needs of the creative team in relation to the wider *Flex* programme.

Set up and maintain appropriate systems, processes and databases including, for example, databases of talent, mentors, speakers and industry specialists. You will need to help ensure that these are compliant with GDPR and data protection legislation.

Act as a first point of contact for talent enquires, providing information, advice and guidance as required and making referrals to other members of the team.

Proactively engage with talent and participants, including identifying new and emerging writer, director and producer talent and tracking their contact details, creative output, agent representation, industry profile etc.

Process applications for *Flex* and any other related talent development programmes and activities. Assist with the assessment of applications, including key eligibility checks where appropriate.

Work with Screen Yorkshire's finance team to coordinate and book accommodation and travel for participants, speakers and others who contribute to the programme's delivery.

Identify and book venues, caterers, technical and other support services for events and workshops.

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Organise meetings for the creative team, both internal and external, participating and taking notes as and when required.

Work with Screen Yorkshire's communications team to help develop and deliver communications activities which promote Flex and Screen Yorkshire's other talent development activity.

Liaise with the Talent Development Manager, to ensure regular communication and retain strong relationships with the *Flex* creative community.

As directed by the Talent Development Manager, liaise with participants, SIGN, industry guests, and other stakeholders involved with the scheme.

Track and gather programme data to generate evaluation reports and assist the Talent Development Manager in monitoring key aspects of the programme

We want to make sure our workforce is diverse and representative of the communities we work with and particularly encourage applications from those who are under-represented within the screen industries.

PERSON SPECIFICATION

Essential requirements

- Excellent organisational and administrative skills, with the ability to handle busy workloads, to prioritise and to meet deadlines.
- Outstanding communication skills, with the ability to deal effectively with people at all levels.
- Able to act on own initiative.
- A proactive and people-focused approach.
- Collaborative team player.
- A working knowledge of the screen sector and a commitment to other art forms (such as theatre, literature, comedy and the visual arts).
- Able to help ensure compliance with GDPR and data protection legislation
- Practical IT skills including an understanding of databases
- A demonstrable commitment to the principles of diversity and inclusion
- A commitment to supporting talent in our region

Desirable

- Previous experience with writer led work or talent development

GENERAL

All staff will be expected to embrace and adhere to Screen Yorkshire's commitment to equal opportunities and promote non-discriminatory practices in all aspects of work undertaken.

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Although mainly office based, on occasion the role may include attending and assisting with workshops, networking and other events as required. This may include an element of out-of-hours working