

PRODUCTION LIAISON MANAGER – LOCATION SUPPORT

JOB DESCRIPTION

Contract Term: 6 months, with the possibility to extend to 12 months

Based at: Screen Yorkshire, Studio 30, 46 The Calls, Leeds, LS2 7EY

Responsible to: Production Liaison and Development Manager

Salary: £35,000 – £40,000 (pro rata) depending on experience

The Post: This role will support the work of Screen Yorkshire's Film Office Team to deliver an exemplar production service to the film and TV industry in Yorkshire & Humber, supporting indigenous production and working to attract new film and TV business to the region. This position will be for an initial period of 6 months, with a probationary period of 3 months.

Hours Of Work: 2-3 days per week (18.5 – 23 hours). Flexible working hours.

Closing date and time for applications: Friday 6th August 2021, midday

Interviews will be held on Friday 13th August 2021

Thank you for your interest in the post of production liaison manager. 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 **Production Liaison and Development Manager, Chris Hordley** chris@screenyorkshire.co.uk

Unfortunately we are not able to respond to every application we receive, but if you have not heard from us by 13th August 2021 you should assume that, on this occasion, your application has not been successful.

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. Completing our diversity monitoring form is not compulsory, but will assist us in achieving this aim.

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. www.screenyorkshire.co.uk / [@screenyorkshire](https://twitter.com/screenyorkshire)

Responsibilities:

The production liaison manager will work closely with the production liaison and development manager and senior film office coordinator in our Film Office, to deliver a strong and comprehensive location and production service in Yorkshire & Humber, ensuring a high-quality production service is maintained at all times.

The role will include: responding to production enquiries within an agreed deadline, maintaining accurate records for production enquiries and regional filming activity.

Responsibilities will also include specific research and scouting of locations, based on individual location enquiries from production companies, producers and location managers to secure new business in Yorkshire & Humber for the film and TV sector.

A key priority of this role will also be to scout new and existing locations for Screen Yorkshire's online film location database, ensuring a high quality of imagery and accurate information is maintained at all times. This role will also include assessment of the suitability of locations for filming based on general industry standards, including health & safety and practical logistics.

The production liaison manager will:

Organise and host location recce's for production companies, producers and location managers for new and existing film and TV productions in Yorkshire & Humber.

Respond to regional location enquiries direct to Screen Yorkshire's Film Office team, providing a thorough and timely response within an agreed enquiry deadline.

Respond to national location enquiries circulated via Creative England's production services team, providing a thorough and timely response within the enquiry deadline.

Act as a broker between production companies, producers and location managers and land / property owners / representatives to ensure good working relationships are established to facilitate location filming for film and TV projects.

Support production companies, producers and location managers with trouble-shooting as and when issues arise on productions, based in, or seeking to film in, Yorkshire & Humber.

Support Screen Yorkshire's filming partnership, working with local authority representatives to maintain and develop key relationships with all local councils in Yorkshire & Humber; ensuring a 'film friendly' environment and access to local authority support is maintained across the region for all film and TV projects. Attend meetings with local authority partners and support and organise filming partnership events as required.

Maintain accurate and up-to-date records on Screen Yorkshire's project tracking system for production enquiries to evidence film office production support / activity for all film and TV projects.

Maintain accurate and up-to-date records on Screen Yorkshire's project tracking system of filming activity (*shoot days*) in Yorkshire & Humber for all key projects.

Generate accurate regional filming reports as required for the Screen Yorkshire board and senior management team, key stakeholders and regional and national partners, including BFI and Creative England.

Support Screen Yorkshire's screen tourism strategy including collating location/production information, contacts and quotes for all elements of screen tourism content delivery including supporting screen tourism events as required.

Maintain a comprehensive database for film and TV resources, locations, general contacts and other information of use to film and TV personnel, ensuring that information and imagery is cleansed and updated regularly, in compliance with GDPR (data protection) legislation.

Work with other industry bodies, both regional and national, to help the team provide joined-up and high-quality production support for Yorkshire and Humber.

Support the delivery of Screen Yorkshire's crew & facilities service when required, including building and maintaining an accurate database of regional freelance crew and supply-chain companies and facilitating production company crew / facilities calls effectively and impartially based on individual production requirements.

Support regular crew & facilities service networking events, online forums and crew surgeries.

Support the roll-out and processing of film permit enquiries in the Yorkshire and Humber region, liaising with local authorities to ensure that Screen Yorkshire's new regional filming application system runs smoothly and efficiently.

Contribute to event planning for the Film Office and Screen Yorkshire, representing Screen Yorkshire at industry events where required.

When required oversee the filmoffice@screenyorkshire.co.uk email account, responding appropriately and circulating enquiries to other members of the Screen Yorkshire team where necessary.

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. Although mainly office based, this role may also include home-working. This role will also include hosting and attending location recces, workshops, networking and other events as required. This may include an element of out-of-hours working.

Essential

- Experience in location filming
- Sound knowledge of filming locations in Yorkshire & Humber
- Competent photography skills
- Good communication skills
- Ability to build and maintain a network of industry contacts
- Negotiation and trouble-shooting skills
- Comprehensive IT skills
- Ability to travel
- Work outside of office hours if required

Personal Qualities

- Team worker
- Ability to meet tight deadlines
- Good time management skills
- Passionate about the film and TV industry