

Centre of Screen Excellence: Yorkshire

Job Description - Co-ordinator

3 days/23 hours a week, £22k pa pro rata. Duties may be split between home and office, but will involve some travel to partner organisations

Closing Date for applications: 12pm, Tuesday December 14th, 2021

Thank you for your interest in this post. More information regarding this programme and position can be found below.

To apply, please complete the application form, which accompanies this pack and return it to the email address printed at the top of the application form.

We anticipate that interviews will be held in Leeds on **Monday, December 20th** or **Tuesday, December 21st, 2021**. Regrettably, we are unable to respond to every individual applicant, so if you have not been contacted by this date, please assume you have not been successful.

If you have questions about this role, which are not covered in the following brief, please email Screen Yorkshire's Head of Skills and Industry Engagement, **Glyn Middleton**, on glyn@screenyorkshire.co.uk

About the Centre of Screen Excellence: Yorkshire programme

The TV and Film industries in Yorkshire are growing quickly, with an increasing number of exciting (scripted and unscripted) productions in the pipeline. The rapid growth has highlighted some clear skills gaps within the current talent pool and the purpose of this programme is to increase the quantity, quality and diversity of industry-ready trainees in these key craft roles.

In response to this, in 2020 Screen Yorkshire partnered with ScreenSkills and National Film and Television School Leeds to launch the UK's first Centre of Screen Excellence, an initiative which delivers specialist craft and technical training in areas where there are specific skills shortages. In 2022, Screen Yorkshire will lead delivery of the third year of CoSEY, in partnership with ScreenSkills and a number of West Yorkshire colleges and specialist tutors.

The six courses for 2022 are still being finalised, but we expect them to include:

- A Costume course to be hosted by Keighley College;
- A Hair and Make-up course, hosted by Leeds City College/University Centre Leeds;

- A PA course, managed by an experienced industry professional;
- A Lighting Technician course, managed by an experienced professional lighting team;
- An Art Direction and props course, managed by an experienced industry professional.

Trainees on all courses will attend a joint boot camp, offering a detailed overview of the TV & Film industries and how best to secure a foothold in them. They will each be offered an individual industry mentor. They may be offered placements within relevant production companies, if and when they are made available.

Given the under-representation of those from diverse and disadvantaged backgrounds in the TV and Film industries, this programme has a number of related targets to achieve.

About Screen Yorkshire

Our vision is to build a world-class centre for the screen industries in Yorkshire. With an international outlook, we will invest in productions, develop talent to create a skilled workforce, build best-in-class studios and foster Yorkshire's reputation as an outstanding location for creatives.

Since its establishment in 2002 as part of the network of Regional Screen Agencies, Screen Yorkshire has transformed itself into a specialist in commercial content investment. In this capacity it has been responsible for bringing over 50 productions to Yorkshire – including TV dramas such as *All Creatures Great and Small* and *Ackley Bridge* and feature films like *Official Secrets* and *Ali & Ava*.

Screen Yorkshire's work has helped transform the production landscape so much that between 2009-2015 Yorkshire & Humber's screen industries grew faster than anywhere else in the UK, outstripping growth in every other part of the UK.

Having a workforce with the right skills is vital to sustaining regional film & TV production levels, which is why developing talent to foster a skilled workforce is a central pillar of Screen Yorkshire's growth strategy. At a national level, we work together with the BFI and ScreenSkills. Regionally, Screen Yorkshire partners with key universities and colleges to devise new ways to upskill local crews and to train the workforce of the future.

Our training programmes always involve the industry – studios, production companies and local training providers. Our programmes place diversity at the centre of recruitment explicitly working to ensure the workforce reflects new people, new skills and new voices.

Job Specification

Contract Term	3 days/23 hours a week, flexible, nine-month contract in the first instance
Salary	£22,000 pro rata
Based at:	Screen Yorkshire, Studio 3, 46 The Calls, Leeds LS2 7EY. The role may include travel within the broader West Yorkshire area.
Responsible to:	Manager, Centre of Screen Excellence: Yorkshire

The Co-ordinator role

This is a flagship training programme, designed to address key skills gaps primarily in Yorkshire, but also across the UK as a whole. We are looking for a dynamic and imaginative individual with experience of, or interest in the region's Film & TV industries to assist in the development and delivery of this important programme.

The Co-ordinator will help the CoSE:Y Manager in driving the activities and liaising with the trainees taking part in the programme. You should be versatile and adaptable, with the ability to work on your own when supporting the programme activity.

Our ambition is to engage and support under-represented individuals and communities to increase their employment opportunities with the film and television production sector, so you should be able to demonstrate a strong commitment to inclusivity.

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.

Main Responsibilities

- Assist the Manager in delivering and evaluating the vocational craft courses within the Centre of Screen Excellence: Yorkshire programme. This includes screen industry training, mentoring and career support and placements/internships if and when appropriate;
- Liaise with colleges, tutors and trainees as directed by CoSE:Y Manager to ensure the successful delivery of all aspects of the training programme, including supporting the recruitment of participants from a range of backgrounds;

- Help to deliver activities within time, cost and quality parameters;
- Assist Screen Yorkshire's Communications Manager in the promotion of, and recruitment onto, the programme;
- Assist the COSE:Y Manager in a variety of roles, including: setting up systems, processes, and databases, arranging meetings, tracking and gathering programme data to help generate monitoring and evaluation reports, and assist the manager in monitoring key aspects of the programme;
- Act as the first point of contact for enquiries;

Person Specification - Essential

- Excellent oral and written communication skills, interpersonal or "people" skills and experience of working in a team
- Flexibility and a 'can-do' attitude;
- Excellent attention to detail and organisational skills;
- Practical IT skills including an understanding of databases
- Ability to prioritise and perform to a high standard under pressure and working to deadlines;
- Commitment to supporting the career development of individuals
- A flexible approach to working hours.

Person Specification - Desirable

- Experience or knowledge of delivering training, placement or internship programmes;
- A commitment to delivering quality programmes for marginalised or BAME communities and working with young people.