

Screen Yorkshire Skills

Job Description – Work Placement Liaison

3 days/22.2 hours a week
£30k pro rata pa
1-year fixed term contract
Apply by midday, 20th March 2024

Based at Screen Yorkshire, Studio 30, 46 The Calls, Leeds LS2 7EY. Responsible to Beatrice Neumann, Screen Yorkshire's Head of Skills & Industry Engagement.

Duties may be split between home and our office in Leeds City Centre. However, you will be required to work from our office at least 1 day a week (Wednesdays) and the role will also involve some travel to locations within Yorkshire and Humber.

To apply, please send a cover letter and CV to bea@screenyorkshire.co.uk by midday 20th of March 2024.

About Screen Yorkshire

Screen Yorkshire is the engine that drives the film and TV sector in the region.

Established in 2002, it has been building Yorkshire's global reputation as a centre for excellence in the screen industries for more than twenty years, helping to secure its position as one of the most sought-after destinations for content production in the UK.

Screen Yorkshire attracts high end TV and feature film projects to the region through its Yorkshire Content Fund. To date it has generated over £225 million production spend through investing in more than 60 film and TV productions. Credits range from TV Dramas *Peaky Blinders*, *All Creatures Great and Small*, *Ackley Bridge* and *Dance School*, to feature films, *The Duke*, *Ali & Ava*, *Official Secrets*, *A Bunch of Amateurs*, *Sky Peals* and *Bonus Track*.

Our expert Film Office team, staffed by industry professionals, provides on the ground locations, studios, crewing and production support services, facilitating high profile feature film and TV productions from all over the world to shoot in the region.

Screen Yorkshire also works to foster talent and build a versatile and diverse screen workforce, designing and delivering industry training and development programmes for film, TV and screen, with a range of local and national partners.

www.screenyorkshire.co.uk

Screen Yorkshire's training programmes always involve the industry – studios, production companies, a range of industry professionals 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.

Screen Alliance North – BFI Skills Cluster

Screen Alliance North is a new BFI Skills Cluster partnership created by Liverpool Film Office, North East Screen, Screen Manchester and Screen Yorkshire. with the support of the BFI National Lottery funding. The four screen agencies have come together as a lead skills body for the North of England to tackle skills shortages and improve access to quality training provision for diverse talent and communities.

Our initial three-year programme will enable the four partners to work strategically across the broader North to build a stronger, happier and more inclusive skilled workforce, helping to secure its future as a leading global centre for screen production.

www.screenalliancencnorth.co.uk

The Work Placement Liaison Role

Our overall mission in the skills department is 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 interest in training initiatives, to work with Screen Yorkshire's skills team and our film office to create and deliver a broad range of employment opportunities for alumni of our programmes. As a large part of work opportunities and skills training are predominantly in scripted production, knowledge and experience in this field would be valuable.

The Work Placement Liaison will be responsible for building relationships with regional employers and incoming production to create work placement opportunities for alumni of our training programmes. Furthermore, they will help to deliver Screen Alliance North initiatives aimed at upskilling our screen workforce in the North.

Our ambition is to engage and support under-represented individuals and communities to increase their employment opportunities with the Film and TV production sector. This role will require proactive community engagement and 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

- Liaise with production companies and other industry bodies to arrange and deliver work placements
- Negotiate and contract these opportunities between employers, Screen Yorkshire and crew, with the guidance of our Head of Skills and supported by our Skills Coordinator
- Organise and deliver skills related events in collaboration with the Head of Skills and the skills team
- Implement the activity plans within time, cost and quality parameters
- Work closely with all key partners and industry bodies nationally and regionally, including our partners at Screen Alliance North, other BFI Skills Clusters, BFI, educational institutions, broadcasters and independent producers
- Ensure that work remains aligned to the outcomes of the funding agreement between Screen Yorkshire and its relevant funding partners
- Assist Screen Yorkshire's Communications Manager in the promotion of success stories and case studies featuring both interns and employers
- Work with the Head of Skills and our Finance Team to formulate and manage budgets for all elements of programme delivery and to produce briefings and reports for funders
- Update the Head of Skills on ongoing developments in regular meetings
- Track and maintain contact with alumni of the programme
- Organise sessions and networking events as agreed with Head of Skills and within the programme budget
- Any additional tasks which arise as part of the delivery of the programmes in the skills department with the support of the Skills Coordinator
- Duties may include supporting other skills programmes as required

Work Placement Liaison Person Specification – Essential

- 5+ years of experience in the Film and TV industries in the UK, ideally in the drama production sector
- Experience or demonstrable keen interest in training and supporting individuals keen to secure a foothold in the Film and TV industry
- Excellent oral and written communication skills
- Excellent interpersonal skills and experienced in teamwork
- Flexibility and a 'can-do' attitude
- Excellent attention to detail and organisational skills
- Ability to prioritise and perform to a high standard while under pressure and working to deadlines

Person Specification – Desirable

- Understanding of the skills shortages in the Film and TV sector across the UK and how these issues affect those trying to secure work within Yorkshire's screen industries, along with a commitment to their individual development
- Experience in training or mentoring new entrants to the industry
- Budgeting and cost reporting experience
- Staff management experience

If you need assistance completing your application, please contact:
bea@screenyorkshire.co.uk

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