

Job Description – Film Office Co-ordinator

Full time, 37 Hours Per Week (contracted for 6 months)

In the region of £23,100 p.a pro rata based on relevant experience

Apply by midday, Wednesday 15th May

Interviews will be held Tuesday 21st – Thursday 23rd May

Based at Screen Yorkshire, Studio 30, 46 The Calls, Leeds LS2 7EY. Responsible to Production Liaison & Development Manager.

To apply for this position, please send a cover letter and CV to Screen Yorkshire's Production Liaison & Development Manager chris@screenyorkshire.co.uk by midday on Wednesday 15th May 2024.

All short-listed candidates will be contacted by Friday 17th May 2024. Unfortunately, we are not able to respond to every application we receive, but if you have not heard from us by Monday 20th May 2024, you should assume that, on this occasion, your application has not been successful.

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 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

FILM OFFICE CO-ORDINATOR

This is a pivotal position at Screen Yorkshire, supporting and developing the work of our Film Office. The Film Office is responsible for attracting and supporting regional film & TV production in Yorkshire & Humber - delivering local expertise on regional locations, crew & facilities, studios and filming permissions across a wide range of production enquires and projects. Our ambition is to grow the scale and impact of film and television production in the region on a year-on-year basis.

Prior experience in the film/tv industry is essential, ideally within a production office environment. Good people skills, a great telephone manner and strong organisational and admin skills are also critical.

Responsibilities:

- Oversee delivery of Screen Yorkshire's Crew & Facilities Service 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.

- Further develop the Crew & Facilities Service including supporting the development of our Talent Directory membership network and Trainee Hub cohort; coordinating regular networking events, online forums job postings and crew surgeries; and where relevant engage with industry partners to secure event sponsorship.
- Oversee the crew@screenyorkshire.co.uk email account, responding appropriately and circulating enquiries to other members of the Screen Yorkshire team where necessary.
- Support the Production Liaison & Development Manager and Production Liaison Manager – Location Support; to deliver a strong and comprehensive location and production service in Yorkshire & Humber, ensuring a high-quality production service is maintained at all times, including dealing with production enquiries, facilitating and attending production recce's when required.
- Maintain a comprehensive database for film/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 and complies with GDPR and data protection legislation.
- Monitor regional filming activity levels across Yorkshire and Humber region. Ensure accurate filming data is collected and recorded on Screen Yorkshire's Project Tracking System for all relevant regional filming projects. Generate accurate regional filming reports for the Screen Yorkshire Board and Senior Leadership Team, key stakeholders and regional and national partners.
- Maintain accurate records of when regional productions begin prep/shoot/wrap to support and also promote opportunities for production trainee placements for Screen Yorkshire trainees.
- 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.
- Ensure all enquiries to the Film Office are accurately recorded and updated on Screen Yorkshire's Project Tracking module.
- Support access to filming permissions and processing film permit enquiries in the Yorkshire and Humber region, liaising with local authorities and/or private land owners to ensure filming applications are secured smoothly and efficiently.

- Contribute to Film Office event planning representing Screen Yorkshire at industry events where required.
- Support the Film Office Managers and Marketing and Communications Manager by generating Film Office social media output and web content for key industry news and events.
- Provide general administrative support to the Film Office and Senior Leadership Team.
- As required, provide additional administrative support for Screen Yorkshire's production related training initiatives.

PERSON SPECIFICATION

Essential requirements

- Prior experience in the film/TV industry, ideally within a production office environment
- Excellent organisational and administrative skills, with the ability to handle busy workloads, to prioritise and to meet deadlines
- Good 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
- Able to efficiently utilise a range of social media
- Practical IT skills in Microsoft Office applications (Word, Excel, etc.) including an understanding of databases
- A demonstrable commitment to the principles of diversity and inclusion
- A commitment to supporting talent in our region.
- Excellent attention to detail

Desirable

- An understanding and passion for the screen industry
- Knowledge of Yorkshire

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.

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. The role involves working in Screen Yorkshire's Leeds office a minimum of two days a week, remote working from home is possible outside of these days.

The role will include attending and assisting with workshops, networking and other events as required and will involve travel to destinations within Yorkshire. This will include an element of out-of-hours working which will be compensated with time off in lieu.

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility at the time of writing.

To apply, please send a cover letter and CV to chris@screenyorkshire.co.uk by midday on Wednesday 15th May 2024.