

Job Description: Tees Valley Screen Programme Coordinator

Responsible to: Operations Director

Terms: £20.4k pro rata

Job Purpose:

To support NFM to deliver a talent and business development programme of activities and events for emerging and established film and television professionals and to service inward investment and indigenous production enquiries and encourage filming in Tees Valley.

Key Tasks:

- To support the Operations Director in the efficient delivery of the Tees Valley innovation and SME business growth activities and events. This includes scheduling the cross organisational events calendar (with NFM's internal teams).
- To coordinate the set up and smooth delivery of the in person and digital events programme. This includes customer service, liaison with speakers, liaison with venues and any other tasks, as directed. This may involve working some out-of-office hours.
- To coordinate the schedule and setup of the SME Support Surgeries
- To programme the schedule and setup of the Tees Valley Screen Steering Group.
- Overseeing the events bookings activity information (Eventbrite) and providing timely information to the Marketing Manager for social media and the latest news sections of NFM's website.
- To work with the Marketing Manager on mailing list data base maintenance.
- To collate events programme data and analytics working with the monitoring team to provide information for reports on all events and bookings.

- To develop and maintain the Tees Valley locations database ensuring accurate information is available on Tees Valley including identifying gaps in information and carrying out research to fill such gaps.
- To provide the first point of contact for all enquiries from location managers and production companies considering filming in Tees Valley, encouraging them to use as many locations, local crew, facilities, and services as possible.
- Working with NFM Crew and Academy Coordinator to collect and collate statistical information on production activity, providing regular reports to feed into NFM's and TVS reporting and monitoring processes.
- To assist the Operations Director to deliver Filming Friendly CPD activity and administration. This includes working with Local Authorities, productions, and their supply chain filming in the Tees Valley. This also includes providing production case studies for the Marketing Manager to maximise PR opportunities.
- Any other responsibility/task that the Operations Director may consider appropriate to the role, including but not limited to general administrative duties, as directed.

Additional Responsibilities

- Help to maintain delivery partnerships at a regional, national, and international level.
- Corporate responsibilities include working with line manager to organise work schedule and creating and maintaining professional relationships with other members of staff.
- Demonstrate a personal commitment to Northern Film and Media's Diversity, Equality, and Inclusion responsibilities, which include a positive and proactive approach to equality of opportunity in all aspects of the organisation's operations, particularly in relation to people from under-represented groups.

- Promote, develop, and implement organisational activities which support and enhance environmental sustainability and Northern Film and Media's Health and Safety at Work policies and other statutory requirements.
- The post holder must also be willing/able to work outside of office hours when required (subject to 1 week's notification) with some out of hours digital support.

This job description outlines the key tasks currently required of this post. These tasks may vary from time to time to meet changing circumstance and are the subject of review.

The post is funded by ERDF and the activities of the Tees Valley Screen Programme Coordinator are wholly included in Northern Film + Media's Tees Valley ERDF project until December 2022. As such the post holder must ensure that the conditions of NFM's ERDF project are adhered to across all activities of the role.

PERSON SPECIFICATION

1. Experience

- Managing talent relationships and developing the skills and experience of key talent.
- Coordinating complex events schedules and working within budgets.
- CRM and website administration (CMS, wordpress, social media).
- Copy-writing and editorial experience is desirable.
- Successful partnership work.
- Working on project administration and monitoring.
- An awareness of ERDF administration requirements would be helpful but not essential.
- Working in or with events in the media/arts sector would be desirable.
- Knowledge of the film and television industry would be an advantage.

2. Skills

- Strong and proven task management and co-ordination skills.
- Accuracy and attention to detail when recording and collating data and information.
- Strong interpersonal skills.
- Competent IT skills.

- Time management and organisational skills.
- Demonstrable verbal and written communication skills.

3. Behaviour and Attitude

- Proven ability to work under pressure, to deadlines.
- Highly self-motivated.
- Flexibility with regards to working hours and methods.
- An ability to work well within a team.