

LOCATION COORDINATOR

OVERVIEW

As LS Productions' Location Coordinator, you will assist the Head of Locations and Location Manager with running the Location Department in respect of both all the shoots the Location Department facilitates and location-related business development on behalf of LS Productions.

You will be responsible for the workflow of each shoot LS facilitates on behalf of the department. This includes overseeing the collation of all information from the client, location images, site plans, information regarding locations and crew pencils. You will take overarching responsibility for the collation of the above.

You will also oversee the addition of new locations to our database and ensure this is being recorded and actioned correctly in line with LS procedure.

You will assist the Location Manager to present suitable locations to our clients and to contact owners, arrange reces, negotiate fees and carry out all necessary location pre-production where required; ensuring that all enquiries are dealt with in the most efficient way.

You will assist with contacting Location Owners, Scouts and Location Managers for both live jobs and general enquiries and you will ensure that all contacts and notes are captured on the location library for future use.

You will work with the Head of Locations to organise content for location-related marketing material and help monitor the location section of our website ensuring locations are kept up to date and current, based on trends in briefs and the acquisition of new locations. You will be responsible for tracking what clients are asking for and feeding this into plans for database development.

You will keep up to date with location news in the industry, to be shared with the Head of Locations to inform strategy.

You will be responsible for recceing and arranging scouting across the UK for the location library as briefed by the Head of Locations.

You will be required to scout, recce and work shoots at various levels within the department as the size of the shoot requires.

You will work with the Head of Locations to support the development of junior team member's skillsets and to deliver training for the wider industry.

REPORTING

You will report to Head of Locations Amy Morement and in her absence Sarah Drummond, MD.

KEY SKILLS

- 3+ years working in a Location Department or film location-related role.
- Confidence managing workflow, delegating tasks and impeccable organisation skills.
- The ability to think creatively and find imaginative solutions to location briefs.
- High aptitude for tackling research projects to unearth the seemingly impossible, working with high attention to detail.
- Experience managing a database and a high level of computer literacy, including DAMS, CRMs, Adobe Lightroom and Microsoft Office.
- Experience representing a company to clients and location owners, from the office and on set.
- Ability to manage projects and budgets independently.
- Good connections within the industry, with a desire to build on this.
- Driving Licence.

LOCATION

You will work both remotely and from LS Productions offices, in either London or Manchester. You will be required to travel across the UK, to our other other offices and to be on set where needed, and expenses will be provided for this.

BENEFITS

- Competitive Salary depending on experience
- 29 days paid annual leave, plus 3 'gifted' holidays on Christmas, Boxing Day and New Years day, plus a half day to celebrate your birthday!
- A bank of 12 'Happiness Hours' to take at your leisure throughout the year
- £300 every year to spend on your passion – whatever that might be.
- Pensions scheme, cycle to work scheme, medical cash plan.
- An amazing Culture within LS Productions – we're talking team days, bi-annual parties, Tattie Tuesdays, and the chance to be part of our amazing Culture Club.
- Access to our Employee Assistance Programme and Spill, a fantastic mental health support app

APPLICATION DETAILS

If you think we're the kind of people you'd like to work with email us at **vacancies@lsproductions.com** with your CV and a short cover letter to tell us why you'd like to join our team.

Make sure to put "LS PRODUCTIONS | LOCATION COORDINATOR" in your subject line as we are currently recruiting for a range of roles.

SELECTION PROCESS

LS Productions is committed to encouraging equality and diversity among our workforce and the crew we engage. We strive to promote diversity and eliminate discrimination in the workplace. Our aim is to ensure that all employees and job applicants are given equal opportunity and that our Company is representative of all sections of society. Each employee will be respected and valued and able to give their best as a result.

Applications will be shortlisted and only candidates who appear to be suitable will be called for an interview.

TERMS & CONDITIONS OF EMPLOYMENT

- Starting date: ASAP.
- Contract Duration: Full-time.
- Remuneration: Negotiable, in the region of £25k
- Location: Manchester or London

**** Deadline Wednesday 6th April 2022 ****