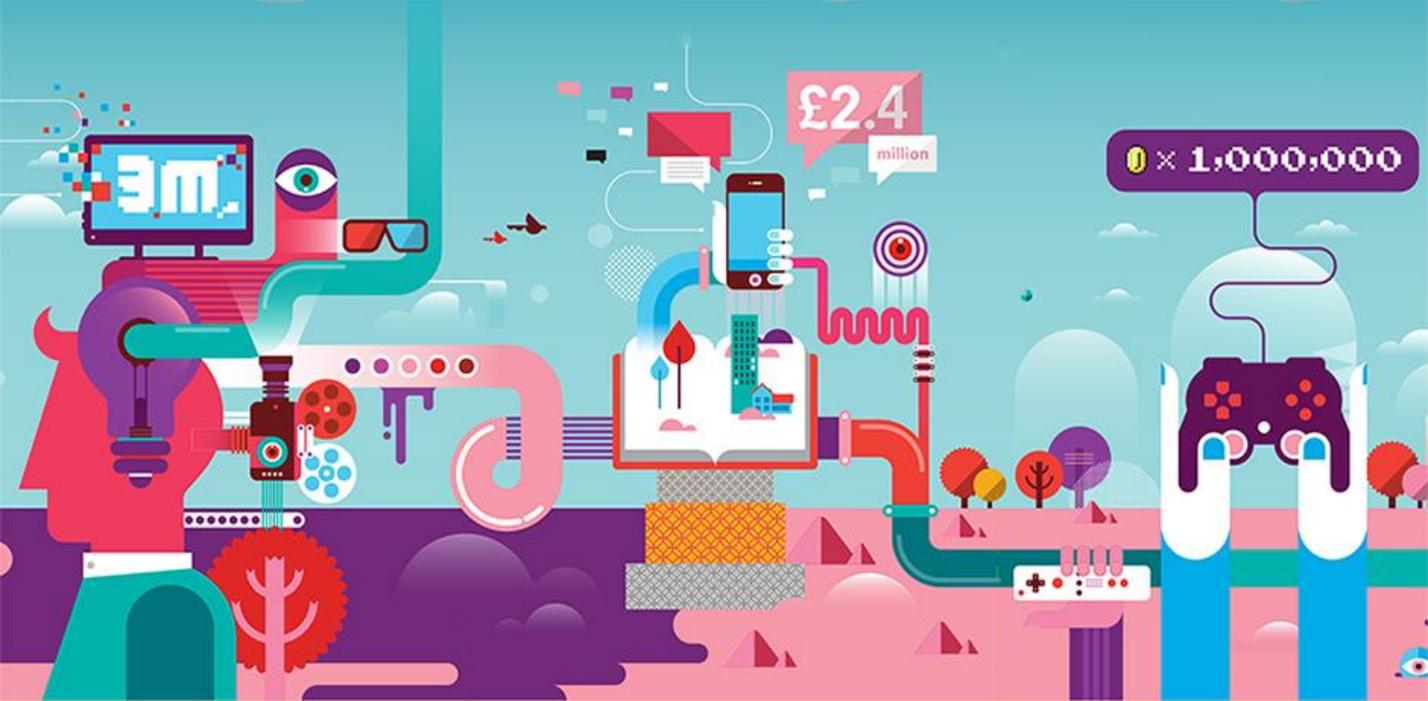


# Creative England Recruitment Pack



# Production Services Internship

This pack will provide you with the information required to assist you with your application.

## Contents

1. Internship Advert
2. The Package
3. How to Apply
4. About Creative England
5. About The Team
6. Role Description
7. Person Specification

# 1. Internship Advert

Creative England is dedicated to the growth of the creative industries. We are now looking for a suitable Production Services Intern to be based in our Elstree office. This is a 6 month paid internship which will focus on supporting our Production Service team. Our intern will experience working alongside our dedicated team of experts in providing a direct service to productions filming in England. Working in partnership with the BFC to promote England internationally, Creative England is the one-stop shop for locations, studios, facilities and crew.

Our intern will help to ensure the smooth running of the team whilst focusing on a broad range of operational tasks. You will work closely with a number of internal delivery agents to assist as and when required with data input and the general organisation of multiple projects. The ideal applicant will be one who has a genuine interest in the creative industries and who is looking to broaden their understanding and gain valuable experience within this field of work.

If you are passionate about the production sector and have first class communication, administrative and organisational skills to support our busy Production Services team then Creative England would like to hear from you!

**PLACEMENT:** 6 months starting 1<sup>st</sup> June 2015

**LOCATION:** Elstree studios

**DEADLINE:** 7<sup>th</sup> April 2015 (midday)

**INTERVIEW:** end April (tbc)

*Creative England promotes cultural diversity and equal opportunities for all*



## 2. The Package

The freelance fee for this internship is **£250 per week** for **6 months**, commencing **1<sup>st</sup> June 2015** and ending **30<sup>th</sup> November 2015**. This includes **12 days paid holiday**.

## 3. How to Apply

Please apply by CV and cover letter, ensuring that you meet the criteria set out in the person specification. You should also include your contact details and details for two employment references (preferably emails). These referees may be contacted prior to interview unless you specify otherwise.

You should email your application to [jobs@creativeengland.co.uk](mailto:jobs@creativeengland.co.uk) or post (registered only) FAO Caroline Hinds, HR & Operations Manager, Creative England, The Greenhouse, Pod 52, 111 Broadway, MediaCityUK, M50 2EQ. The deadline for applications is **7<sup>th</sup> April 2015 (midday)**.

It is company policy to only contact shortlisted candidates. If you have not heard within 1 week of the deadline, please consider you have been unsuccessful in securing an interview.



## 4. About Creative England

Creative England invests in and supports creative ideas, talent and businesses in film, TV, games and digital media. We aim to grow the brightest, the best, and those with the most promise so that individuals and businesses can achieve their full creative and commercial potential. We help identify future opportunities to grow the economy and generate jobs.

With offices in Salford, Birmingham, Bristol, Leeds, Brighton, Sheffield, Pinewood and Elstree Studios, we are a national agency with strong local and regional links.

### What we do?

- ✓ Grow talent and businesses
- ✓ Address market failure and raise ambition
- ✓ Build the right climate for creative industries to thrive

### Why we do it?

Because England's creative businesses are already a big success. They generate jobs, profile and value. They drive innovation. We can help raise their ambition further. But some are under-capitalised and under-skilled. They need better access to mentoring, infrastructure, business planning, finance, markets, new ideas and wider networks. We help provide it. And because there is a damaging inequality of access to these things between London and the rest of the country, talent is wasted, opportunities are lost. We believe London's world position should benefit the whole country

For more information on the company and our activities in other creative sectors:

[www.creativeengland.co.uk](http://www.creativeengland.co.uk)



## 4. About The Team

Creative England's Production Services team is a group of 12 covering all of England outside London out of our regional offices

The team provides a free film office service to productions filming in England, outside London, to create investment, jobs and profile. Working in partnership with the British Film Commission to promote England internationally, Creative England is the one-stop shop for locations, studios, facilities and crew.

From sourcing locations to negotiating film permissions, our experts connect film and programme makers to the people, places and facilities that make England an amazing place to film. In the last two years we've helped 1,936 productions to film on location in the English regions, bringing over £171 million to local economies and 10,000 days of work for local crews.

For more information on the Production Services Team please visit our website:

<http://www.creativeengland.co.uk/production-services>

# 5. Role Description

## MAIN AREAS OF RESPONSIBILITY

Provide comprehensive administrative and support service to the national Production Services team (often working remotely)

Work alongside internal delivery agents to create an efficient and helpful service

Assist with database maintenance and administration

Assist in administrative tasks including organising travel/ accommodation/ venue and courier arrangements for the team

Conduct research into properties across England

*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.*

# What are we looking for?.....

## PERSON SPECIFICATION

- ✓ Excellent organisational skills
- ✓ First class communication; both written and verbal
- ✓ Computer literacy – knowledge and demonstrable experience is using MSOffice packages, database applications and social media
- ✓ Ability to respect confidentiality of information
- ✓ Knowledge of working with Jpeg images
- ✓ Confident in communication over the telephone
- ✓ Knowledge of working with Google Maps
- ✓ Camera knowledge/ability
- ✓ High accuracy and attention to detail

## KEY ATTRIBUTES

- ✓ Professional
- ✓ Positive approach
- ✓ Self motivated
- ✓ Good communicator
- ✓ Team player

*Creative England promotes cultural diversity and equal opportunities for all*

