

Creative England

Recruitment Pack



Project Coordinator

(Film, Talent Centres)

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

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1. Advert

This is an exciting time to join Creative England - we have a strong established presence in the creative sector and our Talent Centres are now looking for a well-organised and energetic Coordinator to play a key role in delivery of funding and support to new and emerging filmmakers as part of the BFI NET.WORK <http://network.bfi.org.uk/>.

Our Talent Centres support emerging talent from across England, providing a clear path of progression from short films to first feature with bespoke support for screenplays, shorts, pilots and skills development. Working closely with our Talent Centre team of experts, you will act as a first point of contact for all talent and project enquiries as well as overseeing the organisational, administrative and communication needs of the team. This is a fantastic opportunity to support a highly motivated team dedicated to discovering the most creative and distinctive new voices in UK film.

If you have the experience and exceptional organisational skills to support our film team then Creative England would like to hear from you!

CONTRACT: 4 days per week - initial six-month engagement with the option to extend further subject to funding

FEE: £75 per day

LOCATION: London hot desk available, with travel to other parts of England

DEADLINE: Monday 27th July 2015

SELECTION MEETINGS: w/c 3rd August 2015 (London, venue tbc)

Creative England promotes cultural diversity and equal opportunities for all

2. Fee Contract

This is a freelance offer with a fixed fee of £75 per day inclusive of VAT. Creative England will cover essential travel and accommodation costs required for this role.

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 or post (registered only) FAO Caroline Hinds, Head of HR & Operations, Creative England, The Greenhouse, Pod 52, 111 Broadway, MediaCityUK, M50 2EQ. The deadline for applications is **Monday 27th July 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.

Selection Meetings will be held **w/c 3rd August** in London (exact date & venue tbc)

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.

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



5. Service specification

A central idea of the BFI's commitment to emerging talent development is the creation of the BFI NET.WORK which provides a unique and innovative new model to discover, nurture and progress the next generation of feature filmmaking talent, with an emphasis on creative excellence, diverse voices and equality of opportunity.

Creative England has partnered with the BFI to deliver a key element of this plan – the creation of the Talent Centre team. Our Talent Centres support emerging talent from across England, providing a clear path of progression to first feature, with bespoke support for screenplays, shorts, pilots and skills development.

We are now looking to recruit a freelance Coordinator to support the delivery of funding and development activities through the Centres. Working closely with our Talent Centre team of experts, you will act as a first point of contact for all talent and project enquiries as well as overseeing the organisational, administrative and communication needs of the team. This will include setting up and maintaining appropriate systems and processes. You will also actively contribute to other talent development initiatives across the BFI NET.WORK.

MAIN RESPONSIBILITIES

Act as a first point of contact for Talent Centre enquires, providing information, advice and guidance as required and making referrals to other members of the team.

Oversee the organisational, administrative and communication needs of the Talent Centres and the Film Team as required.

Be proactive in the identification and tracking of new and emerging writer, director and producer talent across England, including engaging with the BFI NET.WORK platform <http://network.bfi.org.uk/>. Maintain effective internal tracking & client/project management systems.

Assessing submissions made to the Talent Centres and assisting the Senior Talent Executives and Development Executives in making recommendations for short film production and feature film development funding awards.

Coordinate Lottery assessment and award procedures including: organising the distribution and retrieval of applications and additional materials to both internal and external assessors; maintaining incoming submissions and slate documents; managing delivery of short film production awards; liaising with the agency's Lottery, Finance and Business Affairs teams as to contracts, deliverables, payments and monitoring as required.

5. Service Specification Continued...

Attending creative meetings, industry screenings and events on behalf of the Talent Centre team as and when required.

Assist in the organisation of Talent Centre events, screenings, surgeries and seminars

Work closely with the Communications team in ensuring that all relevant Talent Centre information is regularly disseminated both internally and externally via the website, social media, email bulletins, promotional materials and press releases

Manage the Talent Centre team's online diary

Organise, chair and minute/action point meetings and conference calls as and when required

Maintain an up-to-date knowledge of industry undertaking appropriate research when requested

To carry out all responsibilities in a way that promotes equal opportunities, diversity and inclusion

To undertake any other duties that may be reasonably required

All staff and contractors must develop Creative England's commitment to equal opportunities and promote non-discriminatory practices in all aspects of work undertaken. This job description is not intended to be either prescriptive or exhaustive; it is a framework to outline the main areas of responsibility at the time of writing

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What are we looking for?.....

PERSON SPECIFICATION

- ✓ Demonstrable recent experience in a similar role.
- ✓ Excellent organisational and administrative skills, with the ability to manage workloads, to prioritise and to meet deadlines.
- ✓ Good communication skills and the ability to deal with people at all levels
- ✓ Able to act on own initiative.
- ✓ A proactive and customer-focused approach.
- ✓ Collaborative team player.
- ✓ An active interest in the film industry
- ✓ Practical IT skills including understanding of databases and monitoring systems.

KEY ATTRIBUTES

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

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and equal opportunities for all*

