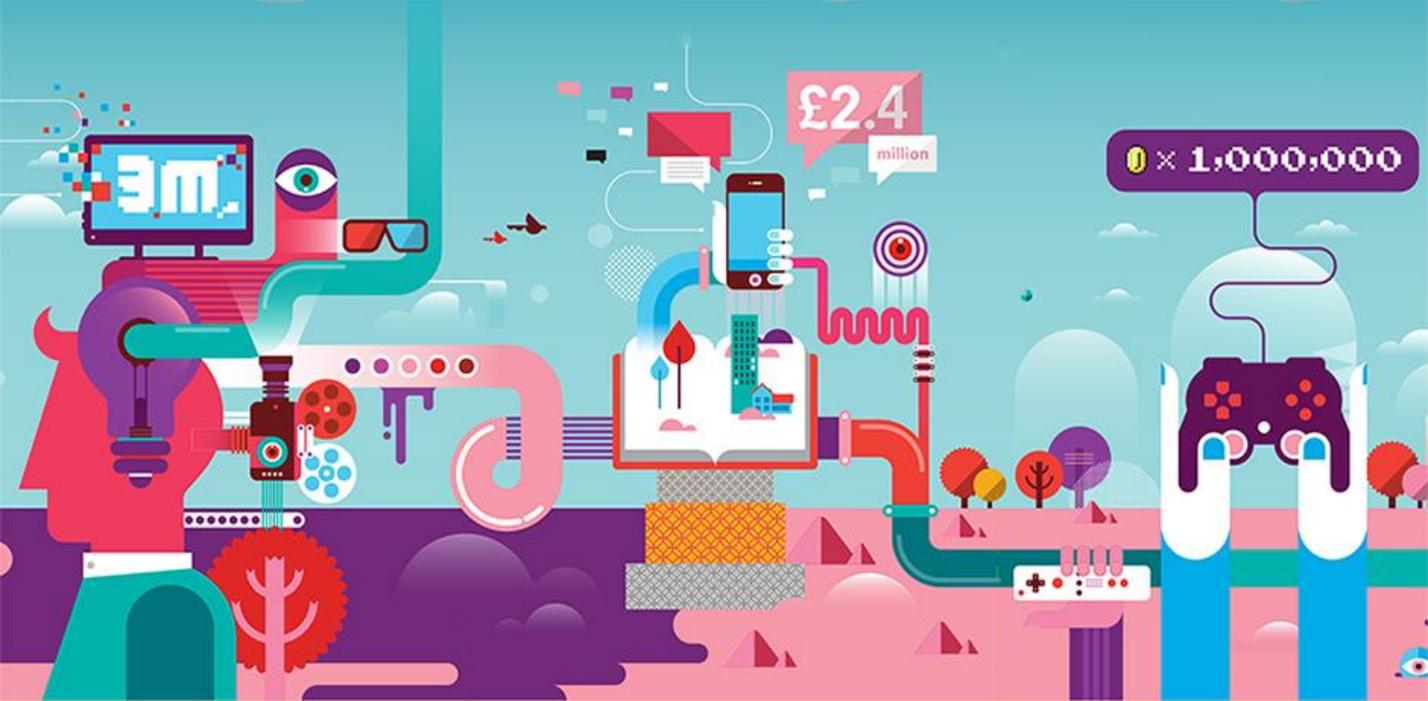


# Creative England Recruitment Pack



# Production & Regional Partnerships Manager (South West)

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 are a fast-moving organisation with a strong established presence in the creative sector and we are now looking for an enthusiastic Production & Regional Partnerships Manager to be based in our Bristol office.

This role will assist productions looking to use locations within the region and provide a comprehensive production liaison service to all companies looking to film within the region as part of a national framework. This includes keeping all necessary resources such as databases up to date and fully functioning. Working closely with the wider Regional Partnerships department you will establish, manage and liaise with a network of contacts in the creative sector. You will also be adept at report writing and provide the expertise to deliver a national network of film friendly partnerships.

If you have the energy, initiative and flair to get the job done Creative England wants to hear from you!

**CONTRACT:** Initial 2 year renewable

**SALARY:** Up to £28k pa

**LOCATION:** Bristol, This role is pan-regional but you will be expected to travel on a regular basis to other parts of England.

**DEPARTMENT:** Regional Partnerships

**REPORTS TO:** Head of Production Services (Deputy Director of Regional Partnerships)

**DEADLINE:** Monday 26<sup>th</sup> October 2015 *(or sooner pending volume of applications!)*

**INTERVIEWS:** w/c 16<sup>th</sup> November 2015

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

## 2. The Package

The salary for this role is £28,000 per annum on an initial 2 year contract which will be renewable subject to funding. The package also includes 25 days annual leave and 5% employer contribution to our pension scheme (pension eligibility after 6 months service).

## 3. How to Apply

Please apply by CV and cover letter, ensuring that you meet a majority of the criteria set out in the person specification. You should also include your contact details and details for two business references (preferably emails).

You should email your application to [jobs@creativeengland.co.uk](mailto: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 26<sup>th</sup> October 2015** (midday). This date may be sooner subject to volume of applicants so we advise you submit your application sooner rather than later!

No late applications will be accepted.

You will receive an acknowledgement email within a few days. You will then be contacted by the end of October 2015 if you have been shortlisted.

It is company policy to only contact shortlisted candidates, we do not provide feedback at application stage.

## 4. About Creative England

Creative England is dedicated to the growth of the creative industries. We invest in talented people and their creative ideas, nurturing our richly diverse games, TV, film and digital media industries. From direct investment and soft loans to business mentoring; we champion the best ideas of talented people and their businesses.

With offices in Salford, Birmingham, Bristol, London, Sheffield, Pinewood and Elstree Studios, we are a national company 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)



# 5. Job Description

## MAIN AREAS OF RESPONSIBILITY

Manage a client-led service to filmmakers and companies who are looking for production locations by compiling and maintaining a directory of suitable locations in the region.

Establish and maintain information on all aspects of filming in the region, feeding into a database of contacts.

Manage and oversee a system of response to companies by appropriate Local Authority liaison contacts and ensure that officers are aware of their responsibilities and liabilities when dealing with productions.

Act as a broker between filmmakers and land, site and property owners, public agencies and utilities, film support and facility companies and scout for locations for projects when required.

Coordinate responses to ensure that companies are aware of all opportunities available and possible limitations on film and TV production in the English regions.

Deliver quarterly national reports and statistical data on filming for national and regional funders and partners.

Work with other departments of Creative England to ensure that clients get a consistent first class service across the board.

Work as part of the Production Services team to deliver agreed team objectives and joint activities with Regional Partnerships as outlined in the annual departmental business plans.

Share information openly and proactively with the wider Regional Partnerships team to ensure an innovative support solution to individuals and companies.

# Job Description Continued...

Liaise with regional studios and assist in supporting productions in studio with locations and crewing requirements.

Establish and deliver regular Film Friendly Partnership meetings with local authorities and tourism agencies across the South West in partnership with local deliverers.

Support the leverage of pan-regional funds to support delivery and ensure any agreed outputs for funding are met.

Work closely with the Marketing department to build and maintain Creative England's website; update information, to include production and regional partnerships news, funding and events.

Identify new locations and oversee a database of film locations in the pan-region. Identify partners who have images that may be used to encourage filmmakers to the area.

Monitor progress and deliver reports on regional and national statistics and outputs to meet funder requirements inputting all filming related enquiries, filming days and information on the national tracking database.

Support the National Crew and Facilities Manager to facilitate enquiries via the crew and facilities database and track employment.

Support Regional Partnerships activities and events.

Raise sponsorship and support funding for enhanced activities and events to support the promotion of the South West and ensure any terms are met when required.

Ensure any regional funding outputs and deliverables are met.

Refer filmmakers to other agencies, which provide specialist services to film and television companies not provided by Creative England and to coordinate at all times with the Head of Production Services.

# Job Description Continued...

Work closely with the team to ensure promotion of the English regions' image is clear and concise, helping to ensure that companies are able to make best use of Creative England's Regional Partnerships Services.

Apply an ongoing framework of monitoring and evaluation in order to assess the progress of all productions.

Implement the agreed national formula for gathering filming statistics and gather information on pan regional spend and crewing from in-coming production companies.

Work closely with the Operations team to monitor activity and budget expenditure in the pan-region and produce reports on activity.

Ensure Creative England meets all its statutory requirements in relation to the Data Protection Act and lead on all Freedom of Information requests.

All staff 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 issued as a framework to outline the main areas of responsibility at the time of writing.*

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

## PERSON SPECIFICATION

An organised professional capable of working within a fast-paced environment.

### Essential

- ✓ Broadly knowledgeable about the creative sector and region
- ✓ Demonstrable experience in production liaison
- ✓ The ability to discover practical solutions to hard problems
- ✓ Ability to build contacts and forge relationships with key regional partners and contacts
- ✓ Experience of working with public sector contacts
- ✓ Report writing skills
- ✓ Full clean driving license and access to car

### Desirable

- ✓ Established contacts within the content sector (primarily Film/TV production)
- ✓ Ability to travel and work evenings and weekends when required
- ✓ Advanced IT knowledge/skills (MSOffice, CRM, databases)

### Values

- ✓ Passionate about the creative sector
- ✓ Driven to learn quickly and willingly
- ✓ Adaptable to change
- ✓ Tenacious
- ✓ Ability to work under pressure; proactively using own initiative
- ✓ Concise and articulate in speech and writing
- ✓ Innovative and collaborative approach

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