creative england

Recruitment Pack

PROJECT COORDINATOR: FILM

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

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iFEATURES

1. Job Advert

Creative England was founded on the belief that talent is everywhere but opportunity is not. We create opportunities for talent across England to grow their careers and businesses - making original, engaging content and innovative tech along the way.

iFeatures is Creative England's initiative for debut feature filmmakers as the premier UK talent lab for film. This role is an excellent opportunity for someone keen to broaden their experience in the sector. Our Coordinator will play a key support role in the delivery of our production initiatives, with an emphasis to support iFeatures5.

Working closely with the Project Manager, Head of Film and wider team you will coordinate and provide hands-on support to all programme activity, events and marketing.

You will assist with production activity in the SouthWest, working collaboratively with wider teams to support partnerships with Industry and administering databases where required to join-up and promote our services.

LOCATION: BRISTOL

STARTING SALARY: up to £20,000 pa full time dependent on experience

CONTRACT: Preferably candidates available for immediate start September 2018 to end February 2019 with an extension review in December

DEADLINE: 17th September 2017

Creative England promotes cultural diversity and equal opportunities for all

2. The Package

The salary for this role is up to £20,000 and will be subject to experience. This is initially fixed term employment contract until February 2019 and we are looking for candidates who can start no later than mid-October 2018. A contract extension review is proposed in December subject to performance in the role and company planning for iFeatures6.

We have lots of perks here at Creative England. This includes 25 days paid leave per annum (average 2 days per month) plus bank holidays and 5% employer contribution to our pension scheme (after 3 months service). If contracting is extended you will also be eligible for private medical insurance AND Life Assurance.

Other perks include 'Summer Fridays' (3pm finish every Friday July-Aug), Ride2Work scheme, Childcare vouchers and an Employee Assistance Programme.

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 the contact details and details of two professional references (preferably emails).

Please email your application to jobs@creativeengland.co.uk OR post (registered only) FAO Caroline Hinds, Director of People & Operations, Creative England, The Greenhouse, Pod 11, 111 Broadway, MediaCityUK, M50 2EQ.

The deadline for applications is **17th September 2018** but we may close earlier dependent on volume of applications so please do forward your CV and cover letter asap!

You will receive an acknowledgement email within a few days. It is company policy to only contact shortlisted candidates, we do not provide feedback at application stage.

Creative England is committed to ensuring personal data is processed in line with GDPR. If you would like further information relating to our Data Protection policies for job applicants please direct your request to the Director of People & Ops.

4. About Creative England

OUR VISION

We are an Investor, an Influencer and a Creator; driving diverse creative collaboration and growth.

Our mission is for England's creative businesses and talent to be the most successful and innovative in the world: a platform for new voices, building economic growth that benefits our nation

OUR VALUES

Our values and behaviours are at the heart of Creative England and how we do things is just as important as what we do.

Being part of Creative England means being proud of what we are here to achieve. Sharing a set of values which underpin our work gives us a unique character and culture. Our people will;

- ✓ Foster the best
- ✓ Be brave and take risks
- ✓ Make it personal
- ✓ Bring imagination to life
- ✓ Join the dots and make it happen
- ✓ Think differently and blaze a trail

If these strike a chord, then Creative England wants to hear from you!

ADDITIONAL INFO

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.

We mobilise public and private resources to garner as much support and investment for the creative industries as possible. We work with a wide range of partners and investors from commercial brands and companies such as Google, Facebook and KPMG to local authorities, cultural bodies and universities, national government, and the European Commission.

4. About Creative England

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.
- 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.

How we do it

- We don't just invest money; we provide a ‘money plus' service. We are building strong, long-term relationships with industry and our partners.
- We provide practical support for film and TV production; organise networking and events; provide mentoring, information and business advice.
- We connect and combine local knowledge with national and international reach.
- We help grow talent and businesses
- We help secure a sustainable infrastructure of support for creative companies outside London
- We identify new and expanding markets for creative content
- We promote the creative talent of the English regions to the world
- We champion the economic and cultural contribution of the creative industries

For more information on the company and our activities in other creative sectors:
www.creativeengland.co.uk

5. The Role

CORE AREAS OF RESPONSIBILITY

- ✓ Programme Coordination; contributor/facilities liaison, travel and hotel bookings, creating/ distributing supporting documents, collating feedback and results.
- ✓ Events. Hands-on support at Lab events, acting as events coordinator with venues, assisting facilitators with materials and tech
- ✓ Marketing/ Communications. Updating programme social media, drafting website copy, monitoring mailboxes, liaising closely with Marketing team
- ✓ Industry support. Acting as the point person for industry enquiries in the SW and signposting to partners where appropriate.
- ✓ Database administration.

PERSON SPEC

- ✓ Excellent administrative and organisational skills.
- ✓ The ability to multi-task; prioritise workload and deadlines.
- ✓ Strong communications skills.
- ✓ Interest in film, TV, wider content.
- ✓ A good knowledge and understanding of IT; primarily MSOffice.
- ✓ A good knowledge and understanding of Twitter, Facebook and other social media platforms.
- ✓ Experience writing copy