



Recruitment Pack

PARTNERSHIPS MANAGER – Film/ HETV

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

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1. Job Advert

Creative England has a new opportunity for an experienced Film & High-End TV professional to join our team of industry experts. In this key role you will develop a national network of Film & TV Industry contacts to support Creative England's role as a leading influencer in the Creative Industries.

You will be our visible lead and will be comfortable developing relationships with Broadcasters, Production companies and their Producers, Heads of Production, Departments and crew. You will know what productions need, and will work closely with our Senior Production Liaison Manager and a well-established team to support exciting projects right from the early stages of pre-production to shoot wrap.

Your strategic knowledge of industry trends will allow you to identify new opportunities, whilst your relationship-building skills will enable you to forge strong partnerships. This is a role for a confident communicator who is commercially-minded, pro-active and a team player. If this sounds like you, get in touch!

SALARY: up to £38k dependent on experience

CONTRACT: 2 years renewable subject to funding

LOCATION: Greater Manchester, Leeds or Birmingham

DEADLINE: 8th November 2018

Creative England promotes cultural diversity and equal opportunities for all



2. The Package

The salary for this role is up to £38,000. This is initially a 2 year fixed term employee contract with a 3 month probationary period, renewable subject to funding.

We have lots of perks here at Creative England. In its first year this contract includes 25 days annual leave plus all bank holidays and 5% employer contribution to our pension scheme (after 3 months service)., BUPA health insurance (Medical History Disregarded) AND Life Assurance (both after completion of probationary)

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).

You should 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 **8th November 2018 (midday)** 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. **Interviews will take place w/c 19th November 2018 in our Manchester office. Exact date tbc.**

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

Accelerating England's creative businesses and talent to be inspirational, successful and innovative: 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

PURPOSE

Our Partnerships Manager will be our visible lead, with a primary focus in the North, for developing relationships with Broadcasters, Production companies and their Key Producers, Heads of Production, Line Producers and Heads of Department. We want to ensure that they feel supported from the early stages of feasibility & pre-production to their shoot wrap. This will involve liaising with the wider team to determine what in-house support can be provided and developing relationships with film offices and other partners for signposting production as/when appropriate.

MAIN AREAS OF RESPONSIBILITY

To provide an Industry relationship management service to the film and TV industry aimed to increase filming in the regions and explore opportunities for Creative England's development as a Content Creator, Influencer and Investor.

Liaising closely with the Senior Production Liaison Manager, Head of Industry Development and Chief Content Officer you will focus on building partnerships with regional private businesses and individuals working in the Film & TV industry.

Develop relationships with Producers & Heads of Departments and provide strategic advice for production genres, prioritising film and TV drama production.

Oversight of the development of our national crew and facilities database & crewing service, with support from the Partnerships Coordinator

Develop relationships with regional Film Offices, ensuring partnerships and working practices are continually developed to meet the needs of the industry



5. The Role

Hold partnership meetings with local authorities, LEPs and tourism agencies where appropriate liaising closely with Business Development colleagues.

Explore new partnership opportunities for Creative England by building effective relationships at a national level, working with Business Development and wider Partnerships team to ensure that clients get a joined up service and are pointed to available investment offers.

Collate stats, feedback and narratives for reporting where required to ensure effective monitoring and evaluation of the service.

Keep updated with industry developments and trends, attending events where required and identifying relevant industry memberships

Support national inward investment activities and events.

Work closely with the wider 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 Services.

Ensure Creative England meets all its statutory requirements in relation to GDPR



6. Person Specification

An organised professional with the drive to forge partnerships across the Film & TV industry.

Essential

- ✓ Knowledge of the industry's English regions
- ✓ Experience in production support
- ✓ Established contacts within the film & TV industry
- ✓ Ability to build relationships and forge partnerships.
- ✓ Strong commitments to the production industry
- ✓ Ability to travel

Personal Qualities

- ✓ Pro-active and tactical
- ✓ Commercially minded
- ✓ Team worker
- ✓ Flexible and pragmatic
- ✓ Confident communicator and networker

We ensure Creative England meets all its statutory requirements in relation to the GDPR and Freedom of Information

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

