



British Film Commission

Stage Space Strategy Administrator

Fixed Term Contract until 31st March 2023

Salary: ca £28,000 pa

JOB DETAILS

The British Film Commission (BFC) is the national organisation responsible for maximising feature film and television inward investment in the UK. The BFC is the national division of Film London.

The BFC leads on maximising and supporting the production of international feature film and high-end television in the UK; strengthening and promoting the UK's production infrastructure; and working with the UK Government to secure and maintain film-friendly policies.

Reporting to the Senior Stage Space Strategy Advisor, and working closely with Head of Production UK, the **Stage Space Strategy Administrator** will be a key member of the BFC team.

ABOUT THE STAGE SPACE SUPPORT & DEVELOPMENT STRATEGY

In March 2020, HM Treasury announced that the British Film Commission (BFC) would receive additional funding over three years to expand its work promoting the UK as a destination of choice for studio space investment.

From a budget of £4.8 million assigned to the BFC in July 2020, a significant proportion has been apportioned for Stage Space Support & Development (SSSD), to assist and stimulate the creation of additional Stage space capacity across the UK.

Acting as a one-stop-shop, the BFC coordinates advice for investors and developers, as well as providing targeted support to facilitate an increased provision of studio facilities across the UK.

KEY RESPONSIBILITIES

The post holder will support all activities relating to the BFC's Stage Space Strategy, working with the Senior Stage Space Strategy Advisor and liaising closely with the BFC's Head of Production UK and Senior Policy Advisor.

Relationships & Co-ordination

- Support the development of relationships with investors in and developers of new stage space, liaising on a regular basis with key contacts, coordinating the distribution of any written BFC guidance and research.
- Support the development of existing relationships with all relevant public and commercial, regional and national agencies, in respect of stage space; updating and liaising with key contacts on developments relevant to their region or portfolio.
- Support the drafting and coordinating of Stage Space Strategy materials, liaising on Stage Space Strategy related media, announcements and press activities with the Comms team.

Research, Contracts & Procurement

- Support the Senior Stage Space Strategy Advisor in the development of briefs and tendering documents for SSSD related research and support activities.
- Distribution and coordination of proposals and Contracts relating to SSSD Industry Research and Service Provider Professional Fees Support.
- Coordinate, catalogue and assist with the distribution, where relevant, of the Stage Space Development Guide and wider industry research undertaken.
- Coordinate feasibility assessments for potential new stage space opportunities, liaising with freelance resources including line producers and location managers.

Administration, Finance & Monitoring

- Coordinate and update the BFC stage space database, tracking ongoing and new development opportunities.
- Record SSSD activities and coordinate monthly/quarterly/annual progress reporting of the Stage Space Strategy.
- Assist with SSSD budgeting and forecasting, management of invoices and other support for Accounts related matters.

ESSENTIAL EXPERIENCE AND PERSONAL QUALITIES

- Strong organisational skills and attention to detail
- Excellent administrative and IT skills including Microsoft Office (Outlook, Word, Excel, Powerpoint) at an intermediate level
- Excellent interpersonal and communication skills
- Ability to prioritise and work under pressure
- Discretion in dealing with confidential and sensitive projects and information
- Ability to perform to a high standard without supervision



DESIRABLE EXPERIENCE AND PERSONAL QUALITIES

- Experience of Contracts/Agreement drafting
- Experience of Accounts department process and purchase ledger

KEY TERMS AND CONDITIONS

Place of work

The British Film Commission the national division of Film London; its offices are at The Arts Building, Morris Place, London N4 3JG. Travel around London and to studios may be required. Costs for travel required by work will be reimbursed. As a result of the Covid- 19 pandemic we are currently working from home but access to the office is available.

Hours and workload

Time off in lieu will be possible in respect of hours worked over the standard week of 40 hours (inclusive of lunch breaks). Time off in lieu will not be allowed to accrue across leave years. Occasional work on weekends and / or evenings may be required.

Holidays

All staff will be entitled to 25 days paid holiday in addition to public and bank holidays in each leave year (April 1st to March 31st). Not more than 5 days unused holiday entitlement will be rolled into subsequent years unless at the express authorisation of the Board and no payment will be made for unused leave.

APPLYING FOR THE POST

For further details and an application form go to www.filmlondon.org.uk/vacancies.

Please email completed forms to jobs@filmlondon.org.uk. **Closing date for applications: 12pm, Tuesday 21st December 2021**

It is the policy of Film London to promote and integrate equality of opportunity into all aspects of its business, including its appointment of staff. We wish to ensure that Film London reflects the diversity of the communities in which it works. We welcome applications from groups currently under-represented including Black, Asian and Chinese and other ethnic minority groups, and disabled people.