



Job Advert: Film Officer

Hours: 09.30 – 17.30 (1 hour for lunch)

PLEASE NOTE WE HAVE TWO POSITIONS AVAILABLE. ONE FULL TIME PERMANENT POSITION AND ONE FULL TIME FIXED TERM POSITION – THE TERM IS NEGOTIABLE, HOWEVER IDEALLY AROUND 6 MONTHS. PLEASE STATE IN YOUR APPLICATION FORM, WHICH POSITION YOU ARE APPLYING FOR.

About FilmFixer

Filmfixer and Apply4 are on a mission to make filming and events easier to arrange. We are the UK's leading film service provider and the world's leading provider of cloud-based film and event permitting software, (FilmApp and EventApp).

FilmFixer handles film permissions for around 8,000 film shoots a year. These include feature films such as Mission Impossible 6, Fantastic Beasts 1 & 2, Bohemian Rhapsody, and many others. We also handle film permits for High end TV drama such as The Crown, The Bodyguard, Luther and lower budget TV drama such as Informer, Chewing Gum and Top Boy. We help many student and low budget filmmakers find locations and charge reduced rates for these projects.

FilmFixer is usually the first phone call a producer or location manager makes when a project gets a green light. We often help the production find their production office and locations. We work with productions to secure locations, issuing permission for council owned property and on street filming. We monitor filming activity and collect data so that best practice can be identified. We have a primary role in ensuring that a council's interests are protected. We will carefully assess each film enquiry and consult widely with all stakeholders before setting terms and conditions for each filming event.

About the role

You will work as part of the senior team that are the project managers of the applications we receive as well as manage the operational aspects of our contracts with clients. Your role will be to engage with production companies and location managers to make their applications happen, while ensuring we support our council's and residents' best interests. You will process and ensure compliance of the large-scale productions or complicated shoots that wish to film in the London boroughs and areas we are responsible for.

Basic objectives of the post

- Manage the operation of an effective and efficient film office service for production companies applying to film in FilmFixer boroughs in accordance with FilmFixer and relevant borough procedures
- Work closely with the Head of Operations, General Manager and Training Manager ensuring the flow of information, guidance and support in respect of day to day FilmFixer business - primarily project managing applications from large scale productions and implementation and operational management of client contracts.

Main duties and responsibilities:

- Project manage all large-scale applications within your assigned boroughs – liaison with industry contact, ensuring resident consultation and compliance with FilmFixer policies and Film London's filming guidelines.
- Line management of an Assistant film officer (AFO) or Filming Coordinator – as required
- Manage portfolio of available locations for assigned boroughs
- Negotiate, implement and manage portfolio of site-specific guidelines
- Work with the Marketing Manager to promote FilmFixer and our client boroughs – through marketing material and keeping the websites up to date
- Identify, sign up and manage new locations – both council and private, to include internal comms with staff
- Day to day operational management of assigned boroughs – to include negotiation and implementation of departmental SLA's, invoicing and review of charges to production companies, complaints management and reporting of KPI's.



Person Specification Film Officer
IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job.

Please give specific examples wherever possible in your CV, application form and interview

CRITERIA	METHOD OF ASSESSMENT
QUALIFICATIONS: No formal qualification requirement	
EXPERIENCE: Proven experience in film officer or similar role with communication & customer service skills An ability to work as part of a team as well as individually under your own initiative High standard of computer literacy. Complaint management Line management	ALL ALL ALL ALL ALL
SKILLS AND ABILITIES: Excellent organisational and administrative skills Ability to communicate clearly and effectively, orally and in writing, with a broad range of partners and organisations Ability to prioritise, multi-task and work to tight deadlines Demonstrate creativity, initiative, diplomacy, resourcefulness and resilience, in a demanding and fast-paced environment.	ALL ALL ALL ALL
OTHER SPECIAL REQUIREMENTS: Able to work flexibly with some requirement to work evenings and/or weekends	Interview