



Job Advert: Filming Coordinator **Hours: 09.30 – 17.30 (1 hour for lunch)**

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, The Phantom Thread, Wonder Woman, Spectre, and many others. We also handle film permits for High end TV drama such as The Crown, Dr Who, Mr Selfridge 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 producers 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 in a team that are the front line of the applications we receive. 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 local residents' best interests. You will process and ensure compliance of the small and medium productions that wish to film in the London boroughs and areas we are responsible for.

Basic Objectives of the Post

- Support 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 Film Officer team and Directors ensuring the flow of information, guidance and support in respect of day to day FilmFixer business - primarily enquiries via e mail and phone, requests and applications from small – medium productions

MAIN DUTIES & RESPONSIBILITIES:

Enquiries – Phone calls, email and FilmApp

- 1) Answer enquiries (emails, phone calls and FilmApp) and respond to questions as required.
- 2) Coordinate and distribute messages to Film Officers for complex medium – large shoots
- 3) Carry out location availability checks (location and unit bases)
- 4) Offer alternative location solutions or dates where applicable
- 5) Use enquiry system on FilmApp to maintain records.
- 6) Utilise Locations Hub for all enquiries and search by keyword, direct clients to use Locations Hub.
- 7) Other administrative and support tasks as required



Person Specification Filming Coordinator

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 reception duties 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.	CV and Interview CV and Interview CV and Interview
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 Track record of working independently whilst using initiative. Demonstrate creativity, initiative, diplomacy, resourcefulness and resilience, in a demanding and fast-paced environment.	CV and Interview CV and Interview CV and Interview CV and Interview Interview
OTHER SPECIAL REQUIREMENTS: Able to work flexibly with some requirement to work evenings and/or weekends	Interview