

CREW & FACILITIES ASSISTANT

THE ROLE

[Creative UK](#) is the independent network for the UK Creative Industries, and we know that connection changes everything. Our overarching mission is to leverage the economic, social and cultural value of the UK's creative economy.

Creative England's Filming in England team was awarded funding from the DCMS Covid Recovery Fund via our delivery partner British Film Commission for an exciting opportunity for us to build resource which makes a real difference in the recovery of our sector.

The Filming in England team are the first port of call for productions looking to [film in England](#), outside of London. Funded by the BFI, our national team offer free comprehensive production support to feature film and high-end TV. Working alongside our Film Office partners and our Regional and National networks, we are on hand to help at every stage of production, from early feasibility to post.

Our Assistant will work closely with our National Crew & Facilities Manager and have an important role in researching new connections, networks and institutions which can promote the database to a wider audience, opening up opportunities for more people looking to work in the industry and support the demand for local crew across the country. Our unique database has over 7000 crew and facilities listings and is an essential resource for industry. To ensure it remains an effective tool for industry this role will play a critical part in data cleansing and accuracy.

This is a perfect opportunity for an ambitious and driven new entrant or someone looking for a desk-based research and support role. You will be able to make a real difference improving a valuable tool used to help productions employ diverse talent across all areas of England, outside of London. If you are passionate about the Film and TV industry, looking to begin or build on your administrative and research skills, then we want to hear from you!

LOCATION*: UK wide, workspaces currently available in Central London, Greater Manchester or Bristol

CONTRACT: Full time, fixed term until March 2023

SALARY: £20,000 + benefits

TO APPLY: Email CV and cover letter to jobs@creativeengland.co.uk by midday 5th January 2022. Interviews will take place via Video Conference w/c 10th January 2022 and/or w/c 17th January 2022

**hybrid working, min 2 days in a workspace, 3 days from home. Video link optional*

KEY RESPONSIBILITIES.

With training and guidance from our team of experts including our National Crew and Facilities Manager key duties will include:

Desk based research to identify:

- New connections, networks, and institutions to promote the crew database for new entrants and those seeking work with transferrable skills
- Opportunities where the National Crew and Facilities Manager can provide talks and presentations to promote the database
- Other applicable areas of interest to increase a more diverse range of users

Administrative Support for the database:

- Cleansing data and updating records
- Quality assuring accurate information is available

Support with day to day running of the crewing service when required:

- Aiding on crew calls and enquiries from productions
- Assist with capturing data for quarterly reports for BFI
- Support with Filming in England events including quarterly crew nights

To undertake any other duties as may be reasonably required

Required experience, knowledge and skills:

- Strong communication skills and desire to liaise with people over the phone and email
- Self-confident with an ability to multi-task; prioritise workload and deadlines
- Basic IT skills MSOffice
- Interest in Film & TV production
- Ability to respect confidentiality of information
- Basic experience and/or desire to assist in CRM database management
- A willingness to learn

*All our employees will be expected to demonstrate behaviors associated with our company values. Our values drive the way we work; **how** we do things is just as important as **what** we do.*

- ✓ *We join the dots; collaboration is in our DNA*
- ✓ *We support and empower; we are here to make a difference*
- ✓ *We are curious, open & honest*
- ✓ *We celebrate difference & value equality of opportunity*

Diversity Changes Everything: We value difference and celebrate the creativity that it brings

We are committed to improving diversity and inclusion across our organisation and industry by championing a variety of backgrounds, perspectives, identities, and talents