

CREATIVE UK - PROJECT MANAGER, FILM & TV

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 UK's film and TV work has made a big impact in a short time. Through our iFeatures programme we have supported acclaimed debuts including *Lady Macbeth*, *God's Own Country*, *Here Before*, *Perfect Ten*, *Make Up*, *The Levelling*, *Apostasy*, *Pin Cushion*, *The Last Tree* and *The Goob*. Our National Lottery Production Fund financed fiction and documentary releases such as *Calibre*, *45 Years*, *White Riot*, *Notes on Blindness*, *Adult Life Skills* and *Orion*. The West Midlands Production Fund, using European Regional Development Fund finance, has backed film and TV productions, from *The Girl With All the Gifts* and *Nativity!* to *Small Axe* and *Line of Duty*. We have supported a wide range of debut features in development using National Lottery funding, including *Censor*, *After Love*, *Surge*, *Animals*, *Days of the Bagnold Summer*, *The Last Tree*, *Lynn + Lucy*, *Westwood*, *Only You*, *The Ritual*, *Kingdom of Us* and more. We have funded over one hundred short films, including BIFA winner *The Big Day*, and in partnership with Sky Arts we have supported Comedy Shorts and our shortfFLIX initiative, which discovers unrepresented filmmakers.

Working alongside our Head of Film & TV, the new Project Manager will play a pivotal role in our forthcoming programme and development work. This is an exciting time to join Creative UK. Interested? Get in touch and begin your new chapter here!

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

STARTING SALARY: up to £30,000 dependent on experience

CONTRACT: Full time, initial 1-year fixed term, renewable subject to company planning

TO APPLY: Email your CV, cover letter and/or 1-2-minute video link* to jobs@wearecreative.uk by Wednesday 5th January 2022 midday. Interviews will take place by video conference w/c 17th January 2022, immediate appointment preferred.

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

MAIN AREAS OF RESPONSIBILITY

Provide project management support as required across all areas of Film & TV with a specific focus on talent development.

Help devise and deliver development programmes, including residential events, project development, mentoring, and liaison with partners.

Liaison with project partners on all areas of application, delivery and reporting, and facilitating their planning, organisation and successful completion.

Liaising with Marketing and partners to ensure appropriate ongoing exposure/coverage of programme news, stories and successes, and managing financial and budgetary requirements, including invoicing/payments.

Take responsibility for the organisational and administrative needs of the talent function, including maintaining and developing appropriate systems, liaising over relevant financial and legal matters, negotiating with suppliers and providing up-to-date reporting/monitoring information as required.

Employ strong editorial skills and liaise closely with the senior staff to provide support on development and production.

Support and facilitate film and TV related events as and when required, including showcases and screenings.

Work closely with the Marketing team in promoting activity.

Be actively engaged in the cultural world (film, TV, theatre, comedy, visual arts, literature) and familiar with the wider landscape of film and TV.

Keep abreast of changes in best practice and technological developments to ensure that the thinking and practice of Creative UK's talent development and production activity is leading edge.

Ensure a commitment to a greater diversity and equality, working to targets where appropriate, as agreed by Creative UK.

To undertake any other duties that may be reasonably required.

Skills and Experience

- Excellent organisational and project management skills.
- Excellent communications skills.
- The ability to liaise with and support creative people with varying degrees of experience.
- A good understanding and appreciation of the demands of film/TV development and production.
- Experience of assessing scripts, projects and creative teams, understanding their quality, viability and commercial potential.
- A knowledge of the film and television industry and the different parts of the value chain
- A commitment to a broad range of art forms (such as theatre, literature comedy, the visual arts).
- Ability to work on several details of a project at the same time whilst still coordinating the big picture.
- A good knowledge and understanding of IT database and reporting systems.
- A good knowledge and understanding of CMS, Twitter, Facebook and other social media platforms.
- Flexible as to working arrangements if required.

*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.