

Production Liaison Manager – South East & East (Maternity Cover)

[Creative England](#) has an opportunity for an experienced professional to join our production services team as maternity cover for a maximum period of 10 months. Reporting to our Head of Production Services, the Production Liaison Manager will provide practical production support to Film and High-End TV productions in the East and South East. You will provide a focused service to industry, building regional and national partners to support and promote both Filming in England and our broader offer across the creative sector.

Working closely with the wider team, you will manage an established and extensive network of partners and contacts across the English regions for Film & TV production. Our team ensures support from the early stages of feasibility & pre-production through to wrap.

Our Production Liaison Manager will lead on liaising with clients seeking to film in the region and with all relevant public and private services to ensure production can progress effectively. You will ensure our databases and systems are maintained and actively seek to make improvements which are beneficial to Creative England, its partners and industry.

We are looking for a respected industry professional who can apply their experience to providing valuable insight and advice. You will act as a broker between filmmakers and land, site and property owners, public agencies and utilities, film support and facility companies and scout for locations for projects when required. This requires a personable yet professional communication approach, along with strong organisation and negotiation skills.

CONTRACT: Fixed term, initial 10 months to commence in Dec22, subject to extension

SALARY: up to £30,000 full time

LOCATION: Currently remote working with access to a desk space at Elstree Studios or central London

TO APPLY: Email your CV, cover letter and/or 1-2-minute video link* to jobs@wearecreative.uk by 10th October 2022 midday. Please complete our anonymous diversity and inclusion [survey](#).

Interviews will take place by video conference between 17th & 19th October 2022

** Video link optional. Creative UK is an inclusive recruiter and happy to make adjustments to our selection process by request*

MAIN AREAS OF RESPONSIBILITY

Manage a client-led production liaison service to filmmakers and companies who are looking to film across the East and South East, providing comprehensive support to film & HETV productions.

Establish and maintain information on all aspects of filming in the East and South East and wider pan-region, continuing to build our network of partners & promoting the benefits of the Filming in England Partnership.

Build and maintain effective working relationships with Local Authority Filming Partners in the East and South East to support them in providing an industry-facing service to ensure film & TV clients receive a film friendly welcome.

Work with film office partners across the region to inform them of production enquiries, keep up to date with feedback on production enquiries and make sure information on film offices is kept fully up to date on the Creative England website and any relevant marketing material.

Maintain and develop filming locations database, focusing on the East and South East. Act as a broker, when required, between filmmakers and land, site and property owners, public agencies and utilities, film support and facility companies and scout for locations for projects when required.

Assist with the implementation of a national framework of our Filming in England Partnership, developing membership and supporting Regional Filming Hub activity in the East and South East

Track and record filming activity across the region, monitor progress and deliver reports on regional and national statistics and outputs to meet funder requirements.

Co-ordinate and deliver electronic location packages in response to National Location Enquiries for the East and South East, and other regions where necessary.

Working closely with the wider team you must take a joined-up approach in supporting Marketing with continuous brand building; this includes the updating of website information, and success stories relating to productions across the English regions.

Work closely with local authorities on their enhanced partnership agreements by hosting events, familiarising myself with their areas, making short films and more.

Support our Emerging Film Office Programme, including planning and participating in cohort meetings.

All our Production Liaison Managers must be accountable for the ongoing framework of monitoring and evaluation which is required to assess the progress of all productions. Ensuring the retention of the project tracking system, and appropriate cover is provided for tracking as/when team members are absent.

Ensure Creative England meets all its statutory requirements in relation to GDPR.

All staff must develop Creative England's commitment to equal opportunities and promote non-discriminatory practices in all aspects of work undertaken.

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.

Required Experience, Knowledge and Skills:

- Knowledgeable about the Film/HETV sector and production landscape in East & South East
- First class communication & negotiation skills
- Ability to build contacts and forge relationships with key public and private sector partners and contacts
- Demonstrable experience in the Film/HETV production industry
- The ability to discover practical solutions to hard problems
- Advanced IT knowledge/skills (MSOffice, CRM, databases)
- Full clean driving license and access to car*
- Experience of working with public sector contacts*
- Ability to travel and work evenings and weekends when required*

**Desirable*

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.