

PRODUCTION LIAISON MANAGER - (NORTH AND MIDLANDS)

Creative UK is the independent network for the UK Creative Industries, we champion, connect, support, and invest in creative people and businesses. Our goal is simple: to cultivate a world where creativity is championed, valued, and nurtured. Our specialist Support programmes offer skills development, business support and investment opportunities to businesses and freelancers working across the UK creative sector.

ABOUT FILMING IN ENGLAND

Filming in England is the national agency dedicated to providing comprehensive production services support to feature film and high-end TV (HETV) productions across the English regions. Our mission is to ensure that communities throughout the nation benefit from the enhanced profile, job opportunities and economic impact generated by a thriving film and television sector.

THE ROLE

We are actively seeking a dynamic individual to join our national, regionally-based team. In this role, you will lead on delivering high quality production services support to feature film and HETV productions looking to film in the North and Midlands. Your primary responsibility will be to establish and foster collaborative partnerships with an extensive network of local and regional partners, both public and private, to ensure filming can take place seamlessly and efficiently.

Your role will extend beyond logistical support, encompassing implementing best practices, troubleshooting, and actively supporting the development of local filming offers by closely collaborating with local authority and film office partners. We are looking for a capable professional who can excel in delivering production support to the film & TV industry, all while enabling partners to maximise the benefits of production activity. If you have a passion for championing the North and Midlands, and possess excellent communication and interpersonal skills, we invite you to apply and contribute to the success of Filming in England.

LOCATION*: Manchester-based candidates preferred (will consider applicants in the Midlands). Hybrid office/home working with a minimum 2 day per week working from a Creative UK workspace. Workspaces in Manchester (MediaCityUK), Bristol and London

SALARY: £28,000 to £30,000 depending on experience + benefits

CONTRACT: Full time, fixed term until end of March 2025, with scope to extend subject to company planning

TO APPLY: Email your CV, cover letter and/or 1-2-minute video link* to jobs@wearecreative.uk by **midnight on 10th March 2024**. Please complete our anonymous diversity and inclusion [survey](#). Interviews will take place on W/C 18th March 2024 in-person in Manchester.

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

Please note we are not able to consider candidates based outside of the UK

MAIN AREAS OF RESPONSIBILITY

- Manage an industry focussed production liaison service to filmmakers and companies looking to film across the North and Midlands, providing comprehensive support to feature film & HETV drama productions.
- Establish and maintain information on all feature film & HETV filming across the North and Midlands, expanding our network of partners & promoting the benefits of the Filming in England Partnership.

- Collaborate with regional, city, county and local film office partners across the North and Midlands to meet the needs of industry and realise the ambitions of our partners.
- Build and maintain effective working relationships with Local Authority Filming Partners in the North and Midlands to provide an industry-facing service ensuring film & TV productions receive a film-friendly welcome.
- Deploy a flexible model of support to Local Authority Filming Partners, combining hybrid online learning and bespoke 1:1 advice, fostering collaboration, and actively supporting efforts to enhance production activities across the North and Midlands.
- Maintain and develop representation of the North and Midlands locations on the National Locations Directory. 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.
- Develop membership for our Filming in England Partnership and lead the North and Midlands Regional Filming Hub initiatives with support from the wider team.
- Track and accurately record filming activity across the North and Midlands using Reel-Scout project and reporting module, monitor production activity and levels closely and contribute to reports to meet funder requirements.
- Coordinate with Production Liaison Manager for the East and South East and Production Liaison Manager for the South West to effectively deliver National representation to industry.
- Co-ordinate and deliver online location portfolios in response to National Location Enquiries for the North and Midlands, and other regions where necessary.
- Collaborate with the wider team to support marketing initiatives and continuous brand building, including updating website information, success stories related to productions across the English regions as well supporting Filming in England quarterly Regional Connect events when they are hosted in the North and Midlands
- Collaborate with other departments of Creative UK to ensure that partners are aware of our broader services to the creative industries, ensuring a joined-up approach to enquiries internally where appropriate.
- Seek sponsorship or additional revenue opportunities to support delivery and ensure any agreed outputs for funding are met; liaise closely with the Head of Production Services and Partnerships Manager when opportunities arise.
- Develop Creative UK’s commitment to equal opportunities and promote non-discriminatory practices in all aspects of work undertaken.

Some travel across the English regions may be required.

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.

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PERSON SPECIFICATION

Essential experience, knowledge, and skills:

- Proven ability to establish, manage and develop effective working relationships with internal and external stakeholders.
- Aptitude for effective communication, including strong negotiation and diplomacy skills, ability to communicate effectively with a wide range of people, adjust communication style to suit different audiences, and experience of writing with clarity and attention to detail.
- Ability to think creatively and bring innovative solutions to challenges.
- Evidence of overseeing operational processes, due diligence, and data management.
- Solution-focused, adaptable and confident in a fast moving environment.
- Enthusiastic personality, self-starter with a can do attitude.
- Fully competent in IT, written and numeracy skills (must be advanced in Word, Outlook, Excel & PowerPoint)

Desirable experience, knowledge, and skills:

- Experience in working in a similar role (e.g. Film Office, events management, local authority)
- Knowledge of the film & TV sector and production landscape, preferably in North and Midlands
- Knowledge of locations and geographical landscape across the North West and Midlands
- Experience with database management
- Full clean driving license and access to a car
- Ability to travel and work evenings and weekends when required

OUR CULTURE

All our employees will be expected to demonstrate behaviours 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

THE PACKAGE

- Flexible hybrid working
- Pension enrolment 5% employer contribution from 3 months service
- Mediacash from 3 months service
- BUPA medical insurance & Life Assurance (1 year service)
- Cycle 2 Work scheme, in partnership with Halfords
- Benefits hub, discounts across a broad range of partners
- Employee Assistance Programme, Health Assured
- Mental Health Guardians
- Summer Fridays, finish at 3pm every Friday throughout July & August
- Your birthday off as paid leave, extra days off over the annual festive period
- 2 paid volunteer days per year to give something back to the community

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, talents, and physical and cognitive differences.