**PRODUCTION LIAISON COORDINATOR** *(MATERNITY COVER)*

Creative England is part of [Creative UK](https://www.wearecreative.uk/) Group. Our [Filming in England](https://www.filminginengland.co.uk/about/) team offer free comprehensive production support to feature film and high-end TV productions looking to film in England. 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.

We’re looking for a proactive and detail-driven Production Liaison Coordinator to play a key role in supporting film and TV productions across the English Regions, particularly in the East and South East. This is a fantastic opportunity to be at the heart of the UK’s screen industry, helping productions navigate location logistics while supporting our Production Liaison Managers.

You’ll be a confident communicator, a natural organiser, and someone who thrives on building strong relationships. With excellent admin and IT skills, you’ll enjoy working in a fast-paced environment where no two days are the same - and where your support helps bring stories to life on screen.

**LOCATION**: Hybrid/Remote, workspaces available in central London, Elstree studios, MediaCityUK and Bristol.

**CONTRACT**: Min 3-4 days per week, fixed term October 2025 to September 2026

**SALARY:** £24,500 FTE + benefits*(may consider freelance services at equivalent day fee, please enquire)*

**TO APPLY**:Email your CV, cover letter and/or 1-2-minute video link\* to jobs@wearecreative.uk by **5th September** midday. Please complete our anonymous EDI [survey.](https://www.surveymonkey.co.uk/r/F8KJTP2) Interviews will be via teams w/c **15th September**. Candidates must be available to start by end September/early October 2025. *\* Video link optional. Creative UK is an inclusive recruiter and happy to make adjustments to our selection process by request*

**KEY RESPONSIBILITIES**Act as a first point of contact for production companies seeking to film in the East and South East, providing location support and guidance.

Assist in coordinating national location enquiries, liaising with Film Offices and local partners

Maintain up-to-date contact lists and maintain strong relationships with Local Authorities, Film Offices, and Location Managers across the region.

Collaborate with council departments (e.g. highways, planning, property, parking services) and key local stakeholders to promote a film-friendly environment.

Provide comprehensive administrative support to the Filming in England team, including the collection and recording of filming data across the English Regions, contributing to internal reporting and analysis.

Help maintain and update the National Locations Directory, ensuring photography, contact details, and data protection compliance are current.

Contribute to the delivery of team objectives and joint initiatives as per business plan.

Represent the team at summits, conferences, exhibitions, and workshops as needed.

Provide administrative support to the Head of Production Services, including meeting coordination.

Provide support to additional regions during other Production Liaison Managers periods of absence.

*All staff must develop Creative UK’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*

**PERSON SPECIFICATION**Essential

* Proven experience in production liaison, event coordination, or similar support roles
* Excellent IT proficiency, including Microsoft Office and database management
* Strong written and verbal communication skills
* Experience working with public sector organisations or local authorities

Desirable

* Familiar with the South and South East of England
* Awareness of the Film & TV industry, including key contacts and workflows
* Willingness and ability to travel and work occasional evenings or weekends

Personal Qualities

* Collaborative team player with a proactive attitude
* Confident problem solver with a flexible approach
* Passionate about promoting the English Regions as a filming destination
* Meticulous attention to detail and commitment to high standards

**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**

* 35 hour working week FTE
* Flexible/ hybrid, condensed working options
* Pension enrolment 5% employer contribution from 3 months service
* Cycle 2 Work scheme, in partnership with Halfords
* Tailored benefits from 1 years’ service
* Benefits hub, discounts across a broad range of partners
* Employee Assistance Programme, BUPA
* Mental Health Day, a paid day off work per annum to focus on activities which help you to

alleviate stress

* Summer Fridays, finish at 3pm every Friday throughout July & August
* Your birthday off as paid leave, extra days off over the annual festive period
* Paid volunteer day per year to give something back to the community

*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.*