



Head of Production Development and Training Maternity Cover

Salary Range: £30,000 - £34,000

Reports to: Chief Executive Officer

Location: Folkestone

Screen South is a regional agency attracting and facilitating film to the South East. We are passionate about developing a dynamic environment in which film and media culture can flourish.

Main Purpose

To provide guidance, support and access for emerging and established filmmakers in the South East of England to information, training and funding.

Key Responsibilities

- To seek out and nurture existing or potential talent in film and related areas through project based work, and the assessment of further developmental needs in the region.
- Provide 1 to 1 advice and guidance to individuals and organisation who are seeking funding and support for film related activity across Production Development and Training.
- Responsible for ensuring preparation of applicants to the Screen South Regional Investment Fund for England (RIFE) Lottery Open Funds.
- Participating in RIFE panels and supporting the panel in their decision making processes
- Support Screen South talent on Trade Missions at certain International Film Festivals throughout the year.
- Give professional Industry advice to feature and short film talent in the Region – this will include legal and commissioning advice within the industry
- To Executive Produce Screen South Productions such as Digital Shorts, Digital Nation and Real World

- To provide professional advice and guidance to those organisations and individuals awarded funding by Screen South.
- To monitor and evaluate the effectiveness of funding given to individuals and organisations through Screen South across Production Development and Training.
- To provide feedback and guidance to those individuals and organisation who have not been successful in their applications to Screen South.
- Responsible for initiating, setting up and monitoring the use and effectiveness of regional partnerships including the Screen South Industry and Community Networks.
- Responsible for developing training initiatives both internally and in partnership with organisations such as Skillset, with a strong emphasis on developing screenwriters, producers and directors.
- Responsible for writing bids for new Training Schemes to be run Nationally or regionally.
- To manage National Training Schemes in partnership with Skillset.
- Responsible for initiating new film projects and providing support to those starting, or having on-going projects, sometimes as part of a regional collaboration with other interested organisations.
- To provide content for promotional material including creating a regional showreel for use in cinemas, local and regional festivals and by local and regional broadcasters.
- Responsible for investigating and developing inward investment opportunities in collaboration with the Film Commission.
- Responsible for co-ordinating Regional showcases and Industry Panels with partners such as BAFTA and Film Festivals across the UK
- To support local, regional, national and international film festivals ensuring maximum submissions from regional filmmakers. Helping the filmmakers to attend appropriate festivals in collaboration with the Film Commission.
- To provide expert and specialist advice to the Chief Executive Officer and other key staff on the relevant services, as required.
- To establish, with the Chief Executive and other colleagues within the management team, annual aims and objectives, with budget and target outcomes for all key responsibilities of the post.
- To be responsible for regional, national and international advocacy of film and media in collaboration with the CEO.
- To provide the Chief Executive with monthly updates regarding progress.

- To develop and encourage the marketing and distribution of regional films, and its filmmakers including encouraging international distribution by accessing subtitling funds and providing access to training in film marketing and distribution.
- Actively promote Screen South's interest and relations with all other bodies and agencies, in particular Skillset and other training and development organisations.
- To comply with all statutory provisions and Screen South regulations, such as those that relate to Health and Safety and Equal Opportunities.
- To undertake the appraisal and monitoring of line managed staff effectively within the terms of the Staff Appraisal scheme.
- Undertake any staff development deemed necessary for the effective performance of duties assigned to the post.
- Undertake any other duties that may be assigned from time to time commensurate with the level of the post.

Qualifications

- Relevant degree or equivalent

Essential experience and personal qualities

Essential

- Experience in developing Film or Media projects
- Experience of working within the Media sector (film, TV, radio and multimedia), preferably film
- Experience of managing and / or delivering training initiatives
- Excellent knowledge and understanding of film related issues within the industry and the South East of England
- Good network of contacts in the UK film industry
- Production based knowledge for Executive Producer role on Productions
- Experience of Microsoft packages (Outlook, Excel, Word)
- Project and Budget Management
- Highly developed written and verbal communication
- Self Motivated
- Able to develop regional contacts using strong interpersonal and networking skills
- Able to travel and meet with different contacts throughout the region
- Ability to demonstrate a passion and enthusiasm for film

Desirable

- Previous experience of working effectively within a similar organisation
- Good relationships with industry and training organisations.
- Ability to update Website
- Access to suitable transport

- Work well within small team

Place of work

Screen South Head Office, The Wedge, 75 – 81 Tontine Street, Folkestone, Kent CT20 1JR. Travel around region will be required. Costs for travel required by work will be reimbursed. Screen South also has a Film Commission at Pinewood which may be used for meetings.

Hours

Screen South full time staff work 37 hours per week. The offices are open from 9.30am until 6pm, Monday to Friday. On occasion you may be called upon to work outside of regular office hours.

Holidays

All staff will be entitled to 25 days paid holiday in addition to public and bank holidays in each leave year (01 April – 31 March).

Maternity Cover

This position is for maternity cover for up to 1 year or upon return of staff member which ever is sooner.