



## OPERATIONS AND BUSINESS DEVELOPMENT MANAGER

**Job title:** Operations and Business Development Manager for Screen Suffolk

**Reporting to:** Karen Everett, Co-Director of FilmFixer Ltd and Director of Screen Suffolk

**Type:** Fixed-term one year contract, with potential for extension

**Salary:** £28-33,000 pro rata (minimum 3.5 days per week). Salary depends on working week and level of experience.

**Hours:** This post can be tailored to fit the right candidate who will be happy to work flexible hours. There may be occasional evening and weekend work. We will discuss this in more depth at the interview stage. Minimum hours – 3.5 days per week.

**Location:** Suffolk based after initial training period in London. The role will involve travelling to meetings across the county of Suffolk, and sometimes in London and elsewhere. Hot desking facilities are available at various locations across the county as well as the option to work from home.

### INTRODUCTION

Screen Suffolk is looking for an experienced and dynamic individual to help the current team take this recently created county film service to the next level. You will take initiative and have a clear oversight of all Screen Suffolk's work. You will continue to build the profile of Screen Suffolk within the screen industries, developing new relationships and partnerships both in Suffolk and in London. The role also includes managing all day to day film office operations for Screen Suffolk, with admin, financial and marketing support from FilmFixer's London office.

### ROLE RESPONSIBILITIES

- **Filming manager for Suffolk (with support from our admin team)**

Handle operational tasks including processing filming applications using FilmApp, handling enquiries, arranging recces and supporting productions to find local crew and facilities in Suffolk.

- **Strategic business development and growth**

Promote Screen Suffolk to the screen industries, both in Suffolk and at a national level. Lead on the implementation of our agreed strategy.

- **Internal and external communications for Screen Suffolk (with support from our marketing manager)**

Create and push out content promoting Screen Suffolk– via social media, mailshots, online stories – targeting and also growing relevant audiences. Be the first point of contact at Screen Suffolk for our client councils and the team at FilmFixer. Undertake interviews with local media, such as BBC Radio Suffolk, on request.

- **Contract monitoring and reporting (with support from our accounts team)**

Use established templates to produce monthly and quarterly reports for our client councils, and measure success against agreed metrics. Spot shortfalls and take proactive steps to address them.

- **Lead on maintenance of digital tools (with support from our digital team)**

Keep details on all digital tools up to date; this includes FilmApp, Locations Hub, and the Screen Suffolk website.

- **Event planning and management**

Lead on the planning and management of any event Screen Suffolk attends or runs.

## PERSON SPECIFICATION

### Essential:

- Experience of working in the film/ screen industry
- Good knowledge of Suffolk locations
- Excellent interpersonal skills
- Demonstrable background of stakeholder engagement in the public, private and third sector
- Ability to juggle multiple projects whilst simultaneously managing key priorities and targets
- Excellent written and spoken communication skills
- Desire and ability to work proactively on own initiative
- Demonstrable business development skills within a commercial environment
- Strong digital skills, with ability to work intuitively with new software
- Driving license and own car

### Desirable:

- Experience using MailChimp and/ or equivalent
- Existing relationships and contacts across the film and tv sector
- Comfortable with social media (LinkedIn, Facebook, Twitter, Instagram)

## THE COMPANY:

Screen Suffolk is the official film office for Suffolk, contracted by and representing all Suffolk district councils and the County Council. Our aim is to make Suffolk the most film-friendly county in the UK; we offer a 'one-stop' film service, from initial enquiry through to crew sourcing and permitting. We believe that if filming and photography is managed well, in a sustainable way, it can bring great benefits to a region. Screen Suffolk was created in 2016, when Suffolk Councils put a two-year contract out to tender, and we launched to the industry in December 2016 (at the Focus show in Islington). Having completed our initial set-up phase, we are now looking to capitalise on the progress we have made to promote the screen industries in Suffolk.

The company behind Screen Suffolk is FilmFixer Ltd. FilmFixer has over a decade of experience managing filming and film permitting on behalf of local authorities, and we currently manage filming in 13 London boroughs. Our sister company, Apply4 Technology Ltd, is responsible for FilmApp, the online software we use to manage all filming applications and permits.

You will be joining a friendly and sociable team and whilst the role available is based in Suffolk, we will ensure that you have chance to get to know the team during your training period in London.

## NEXT STEPS

If you would like to apply for this role, please send your CV with a covering letter detailing why you are the right person for this job. Please cover current employment status.

Please also answer the following questions on a separate sheet in no more than 200 words (per question).

1. How would you pitch Suffolk to a Producer who is looking for somewhere to shoot their next TV Series / Feature Film?
2. What is your understanding of the benefits Screen Suffolk can bring to the county?

Please send CV, cover letter and responses to [info@screensuffolk.com](mailto:info@screensuffolk.com) with the subject JOB APPLICATION, by **5pm on Tuesday 4<sup>th</sup> July**. We look forward to hearing from you!