

Film Fixer — Job Description –  
POST: Administration Officer  
RESPONSIBLE TO: Administration Manager

**Basic Objectives of the Post**

- Support the operation of an effective and efficient film office service for production companies wishing to film in FilmFixer boroughs in accordance with Film Fixer and relevant borough procedures
- Work closely with the Film Officer team and Directors ensuring the flow of information, guidance and support in respect of day to day Film Fixer business - primarily enquiries via e mail and phone, requests and applications from small – medium productions
- Encourage filming in the borough, promoting assets available and negotiating fees and generating income
- Process all parking applications

**MAIN DUTIES & RESPONSIBILITIES:**

**Enquiries – Phone calls, email and Filming Applications**

- 1) Answer enquiries (emails, phone calls and FilmApp) and answer questions where possible.
- 2) Working in conjunction with Film Officers for complex medium – large shoots
- 3) Carry out location availability checks (location and unit bases)
- 4) Offer alternative locations or dates where applicable
- 5) Utilise Locations Hub for all enquiries and search by keyword, direct clients to use Locations Hub.

**Processing filming applications**

- 1) Utilise Film Fixer's Filmapp software as the primary record of film projects - effectively managing shoots and recording data, feedback, storing documentation, reporting, invoicing etc.
- 2) Management of individual allocated applications and invoicing
- 3) Liaising and communicating with council and other stakeholders as required.
- 4) Processing all parking applications in conjunction with team members
- 5) Chase payments as required (prepayment is needed in all boroughs)
- 6) Debt recovery and monthly reconciliation of filming applications

**Other**

- 1) Key holding duties
- 2) Diary management of unit base bookings
- 3) Site visits and recces with team members as required
- 4) Responsible of general office house keeping duties
- 5) Assisting team members in the prep of social media and online content