**JOB ADVERT:**



**FILM OFFICE COORDINATOR – 12 Month (extendable) Contract.**

**Reports to: Head of Operations**

**Salary Range: £26,000 - £28,000**

FilmFixer is the first phone call a producer or location manager makes when a film project gets the green light. We work with producers, production managers and locations departments to secure locations and manage all the logistical wrap around care required for location filming in London. We are on a mission to make filming and events easier to arrange. We are the UK’s leading film office service provider.

We are looking for a Project Coordinator to step in and add their enthusiasm and ambition to our fast growing film team. The right person will have a positive can-do attitude, and is not afraid to take on a challenge and deliver results to tight deadlines.

Your primary focus will be to deliver film office services including processing and logistical support working with a range of different Film & TV Industry projects, whilst simultaneously communicating requests and permissions with Local Authority clients and London Partners to enable filming activity in 4 Central London Boroughs.

You will be accountable for delivering operational systems, processes and policies in support of the objectives of FilmFixer. Specifically - deliver excellence in project management and communication flow using established digital processes and organisational planning.

#### **Role detail:**

You will report to the Head of Operations, and work collaboratively with the Film Officer team coordinating and facilitating filming operations delivering to agreed performance indicators. The role is based in our offices in SE1.

#### **The role will have the following accountabilities:**

* You will coordinate and contribute to the effectiveness and efficiency of our teams using your excellent communication and logistical project management skills.
* You will liaise with the Head of Operations and Film Officers to understand all the necessary tasks for a seamless and timely delivery of FilmFixer operations and processes.
* You will be responsible for inputting and formatting data, populating activity reports, drafting financial and marketing statements and tracking quarterly monitoring targets.
* You will ensure that day to operations are efficient in terms of planning effectively, and working within strict timelines meeting needs of customer requirements whilst working within their parameters.
* You will support company strategic objectives in relation to revenue and customer satisfaction.

**Personal Characteristics:**

Our preferred candidate will have a demonstrable track record of coordinating and delivering logistics against specified timelines, and be able to communicate clearly and effectively.across a range of different stakeholders. You will aspire to personal goals of continuing improvement and learning (particularly in the areas of operational processes and customer service). Experience of Filming and Event industries is desirable but not essential.

#### **Essential Experience:**

* Experience of working with highly creative and challenging people (internally and externally.)
* The ability to skilfully navigate the demands and needs of diverse external stakeholders which must translate into increasingly efficient operations, profitability and most importantly customer continuity of care to enable repeat business.
* Experience interpreting specific briefs and working to tight deadlines. We’d like to see a pro-active commercial mindset, good negotiation skills, strong multitasking and organisation skills as well as a creative problem-solving ability.
* Experience and understanding of what makes a film, event or photography location work from a visual perspective as well as in practical terms.
* Experience of working with or alongside public sector organisations and agencies.
* Experience of working intuitively across multiple digital platforms and software to project manage events, and source location information.

**Are you the right sort of person?**

We are looking for someone who has the skills to do the job, but perhaps more importantly, we are looking for someone who has the right attitude and who:

* Is a confident facilitator, able collaborate within a team or group environment without ego or personal bias.
* Is an unblocker, with the ability to identify problems and find creative ways to solve them whilst simultaneously communicating blips to teams and senior management.
* Has the ability to understand the requirements of our clients.
* Has the ability to work under pressure, with attention to detail.
* Has the ability to successfully delegate but who is also be prepared to dive in and get your hands dirty when needed.
* Is naturally honest and dependable.
* Enjoys variety and has the ability to multi task.

**How To Apply:**

Please email your CV and a covering letter detailing what your experience to date will bring to the role, and why you think you will be the right fit for the Filmfixer team to Jobs@apply4.com or call us on 0207 620 0391.

Recruitment agencies – please don’t contact us.