**Job Description Administration Officer - Parking**

**Salary Range: £18-20k pa**

**Hours: 09.30 – 17.30 (1 hour for lunch)**

**About FilmFixer**

Filmfixer and Apply4 are on a mission to make filming and events easier to arrange. We are the UK’s leading film service provider and the world’s leading provider of cloud based film and event permitting software, (FilmApp and EventApp).

FilmFixer handles film permissions for around 8,000 film shoots a year. These include feature films such as Mission Impossible 6, The Phantom Thread, Wonder Woman, Spectre, and many others. We also handle film permits for High end TV drama such as The Crown, Dr Who, Mr Selfridge and lower budget TV drama such as Informer, Chewing Gum and Top Boy. We help many student and low budget filmmakers find locations and charge reduced rates for these projects.

FilmFixer is usually the first phone call a producer or location manager makes when a project gets a green light. We often help the production find their production office and locations. We work with producers to secure locations, issuing permission for council owned property and on street filming. We monitor filming activity, and collect data so that best practice can be identified. We have a primary role in ensuring that a council’s interests are protected. We will carefully assess each film enquiry and consult widely with all stakeholders before setting terms and conditions for each filming event.

**About the role**

To successfully film in London, production companies need to find parking for their requirements of equipment and vehicles. Without a parking solution, they cannot make it happen. FilmFixer is all about making filming happen while ensuring compliance with local authorities and minimising any impact on local residents. You will be responsible for finding the parking solutions and processing the requests to ensure satisfied production companies can go ahead and meet the timelines that local authorities impose.

You will also:

* Support the operation of an effective and efficient film office service for production companies applying to film in FilmFixer boroughs in accordance with FilmFixer and relevant borough procedures
* Work closely with the Film Officer team ensuring the flow of information, guidance and support in respect of day to day FilmFixer business
* Encourage filming in our boroughs, promoting assets available and generating income
* Monthly reconciliation of all your applications – checking payments are correct and suffixes applied. Reconcile monthly parking figures as instructed.
* Other administrative and support tasks as required.

**Person Specification Administration Officer**

**IMPORTANT INFORMATION FOR APPLICANTS**

**The criteria listed in this Person Specification are all essential to the job.**

**Please give specific examples wherever possible in your CV, application form and interview**

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| **CRITERIA** | **METHOD OF ASSESSMENT** |
| **QUALIFICATIONS:**  No formal qualification requirement |  |
| **EXPERIENCE:**  Proven experience in reception duties or similar role with communication & customer service skills  An ability to work as part of a team as well as individually under your own initiative  High standard of computer literacy. | CV and Interview  CV and Interview  CV and Interview |

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| **SKILLS AND ABILITIES:**  Excellent organisational and administrative skills  Strong attention to detailand meticulous  Ability to communicate clearly and effectively, orally and in writing, with a broad range of partners and organisations  Ability to prioritise, multi-task and work to tight deadlines  Track record of working independently whilst using initiative.  Demonstrate creativity, initiative, diplomacy, resourcefulness and resilience, in a demanding and fast-paced environment. | CV and Interview  CV and Interview  CV and Interview  CV and Interview  Interview  Interview |
| **OTHER SPECIAL REQUIREMENTS:**  Able to work flexibly with some requirement to work evenings and/or weekends | Interview |