**Role:** Acquisitions Officer

**Contract:** Permanent, part-time (working days to be agreed)

**Hours:** 09:30 – 17:30 (one hour for lunch)

**Salary:** £40,000 per annum (pro-rata)

**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 location bookings for around 8,000 shoots a year. These include feature films such as “The Batman”, “Fast & Furious 9” and “No Time to Die”. We also handle permits for TV dramas such as “The Crown”, “Ted Lasso”, and “Top Boy”. Furthermore, we work with music promos – artists include Stormzy, Little Mix and Skrillex – and commercials for brands such as Adidas, McDonalds and Vogue.

FilmFixer is usually the first phone call a Location Manager makes when a production gets greenlit. We often help locate production offices, set build space and prop stores. We then work with the productions to secure locations, issuing permits for private and council-owned property. We monitor filming activity and collect data so that best practice can be identified. We have a primary role in ensuring that our clients’ interests are protected. We carefully assess each enquiry and consult widely with all stakeholders before processing the applications. From therein we attend recces with the Location Manager and Director, consider requests from the art, camera and lighting departments and assess paperwork, issue invoices and visit the set to ensure all is in order.

**About the role**

A brand new position within the company, the Acquisitions Officer will be responsible for new business within our Private Clients team. You will be responsible for increasing FilmFixer’s revenue by expanding the number of private locations we have to offer. You will proactively identify new locations, contact their landowners, visit the sites and then negotiate contracts.

**Main duties and responsibilities**

* Identifying potential new clients by following trends, conducting research and competitor analysis and assessing if locations are viable both commercially and logistically.
* Negotiating contracts, service types, income splits and exclusivity clauses with new clients.
* Replying to phone and email enquiries from clients interested in signing up their location.
* Working with the Location Library Coordinator and Marketing Manager to promote new locations to the industry, including providing copy and imagery.

Please see Job Description for further details.

**Person Specification**

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| **CRITERIA** | **METHOD OF ASSESSMENT** |
| **QUALIFICATIONS:**   * No requirement | * n/a |
| **EXPERIENCE:**   * Sales experience * Contract negotiation experience * Proven experience in similar role with communication & customer service skills * High standard of computer literacy. * Background or knowledge of film locations industry | * CV and interview * CV and Interview * CV and Interview * CV and Interview * Interview (preferable) |
| **SKILLS AND ABILITIES:**   * Strong interpersonal skills * Excellent organisational and administrative skills * 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. * Superb research skills | * CV and Interview * CV and Interview * CV and Interview * CV and Interview * CV and Interview * Interview * Interview |
| **OTHER REQUIREMENTS:**   * Able to work flexibly with some requirement to work evenings and/or weekends | * Interview |