JOB DESCRIPTION

**ACQUISITIONS OFFICER (PRIVATE CLIENTS)**

The Acquisitions Officer is a part time position responsible for identifying and signing new clients to FilmFixer’s private locations portfolio. They are the first recipient of the enquiries we receive from clients interested in FilmFixer’s services; as well as actively pursuing new opportunities and locations in line with the department’s strategic aims. They will take the client from first contact to sales meetings to contracting to promotion. They are also an ambassador of the organisation, acting as the interface between the company and our clients.

**Behaviours:**

* Positive attitude with high levels of customer service.
* High levels of attention to detail.
* Professional approach with clients, being respectful but also willing and able to build a personal connection.
* Organised and punctual with a strong aptitude for planning.
* Ambitious and determined.
* Outgoing, personable and possess good networking abilities.
* Take a proactive role in supporting the running of FilmFixer.

**Roles and Responsibilities:**

**Sales**

* Identifying potential new clients who own or rent properties suitable to host: location filming, unit base parking, green rooms, holding areas, production offices or set builds etc. Means could include, but are not limited to:
	+ Using Land Registry and mapping software to identify empty or derelict sites for ‘meanwhile use’.
	+ Working with the council teams to source leads from applications on council land to service shoots on private property.
	+ Browsing local press, commercial property sales / rental websites and publications.
	+ Using search engines.
	+ Liaising with existing external contact to identify new leads as well as existing clients to identify new locations on their books.
	+ ‘Boots on the ground’ exploring of the city.
* Assessing if potential new locations and clients are viable both commercially and for servicing productions.
* Undertaking regular competitor analysis.
* Providing copy for sales material for potential new clients and overseeing the Graphic Designer.
* Reply to phone and email enquiries from clients interested in signing up.
* Working with the Web Designers to keep the Private Clients Sign-Up page on the website up-to-date.
* Attend weekly progress meetings with Private Clients’ Senior Film Officer and fortnightly meetings with the CEO and Chairman.

**Contracting**

* Negotiating income splits and service types with new clients.
* Filling in contract templates with new clients and liaising with the Senior Film Officer and solicitors regarding amendments.
* Ensuring Service Level Agreements are signed with major new clients in order to facilitate a clear understanding of what is expected from each party to ensure the clients remain film-friendly and the relationship remains clear.
* Review SLAs, contracts and attend review meetings with clients bi-annually.
* Ensure all contractual amendments are notified to the Senior Film Officer.
* Updating internal documentation regarding new clients and their locations.
* Attending new location familiarisation trips with Film Officers

**Industry Promotion**

* Work with the Location Library Coordinator to ensure photos are collected and edited for all new location.
* Using existing templates to create location brochures, filming guidelines and other promotional material, as required.
* Provide copy and select images or videos to the marketing team to introduce to new locations to the industry via social media, newsletters etc.
* Liaise with the Location Library Coordinator to list new locations and update existing locations on the location library.