

## TEAM ASSISTANT AND PRODUCTION OFFICER

Contract:	<b>Employed, on-going</b>
Hours:	<b>Full time, worked over five days Mon-Fri, 10.00am–6.00pm with occasional evenings and weekend work</b>
Pay scale band:	<b>£25,000 - £30,000 full-time equivalent (FTE) depending on experience</b>
Location:	<b>Film and Video Umbrella office, with occasional off-site working</b>
Deadline:	<b>19 June 2019</b>
Interviews:	<b>1 July 2019</b>

### MAIN RESPONSIBILITY

**Provide administrative and technical support to Film and Video Umbrella's permanent and project-based teams and ensure the smooth and efficient running of the office.**

**To work with the Programme Development Director and Freelance Production Managers/Producers to ensure that FVU's productions are delivered to the highest artistic quality, to deadline and within budget, providing creative production and post-production support and expertise, while ensuring that all legal as well as FVU procedures and protocols are followed.**

Reports to: **Programme Development Director**

Direct reports: **Student Placements**

### MAIN DUTIES

- **Help project manage productions as and when assigned, delivering projects in consultation with the artist and FVU team, from research and development to pre-production, production, and post-production, ready for exhibition, ensuring that productions deliver the artists' visions and are delivered to deadline and within budget.**
- **Assist and guide other producers and production managers hired by FVU to deliver projects, according to FVU protocols.**
- **Ensure availability so as to be able to assist the FVU team with any such tasks as may be required by them.**
- **Provide on-site office, event and project support as needed.**
- **Keep Director and Programme Development Director regularly updated on progress for each of the productions that you are working on.**

- **Communicate regularly with the Communications Manager regarding any relevant information relating to marketing or PR that specifically involves the artists you are working with, and assist with getting any information that the Communications Manager may require from the artists.**
- **Assist the Communications Manager with producing and editing promotional material for FVU's productions and exhibitions, from editing trailers and interviews with artists to creating clips.**
- **Engage crew and book facilities and equipment where required, ensuring that all relevant parties are appropriately contracted by FVU where necessary.**
- **Provide hands-on production support where necessary.**
- **Ensure all cast and crew receive detailed, accurate and thorough call-sheets in advance of shoots and that all shoots are risk assessed in advance.**
- **Follow good practice when filing documentation, keeping production process notes, and generally making sure projects administration is well organised and completed, according to FVU protocols, and appropriate to project needs.**
- **Ensure that throughout production all media generated is stored and backed-up according to FVU protocols.**
- **Proactively ensure that regular office supplies (stationery, cleaning products, IT equipment, basic kitchen supplies etc.) are maintained at the agreed levels.**
- **Manage all office suppliers including but not limited to technical support and cleaners.**
- **Ensure that the office is tidy and presentable at all times.**
- **Process and distribute publication orders and maintain up to date and accurate publication stock records.**
- **Facilitate loans/distribution where appropriate.**
- **Implement, manage and maintain office systems to ensure information is easily accessible and up to date.**
- **Working with the Technical Manager, develop and maintain FVU's archives and filing systems, both physical and digital, including but not limited to print archives, press archives, and still and moving image archives. Ensure that these are rationalised and kept neatly and are always backed-up appropriately, ensuring that the team are clear on where and how to file items maintaining archive and filing protocols, and assisting them with filing, where called upon.**
- **Provide basic IT support, trouble shooting technical issues for the team working with FVU's freelance IT support team only where necessary.**
- **Assist with developing and writing funding applications, and with evaluating and reporting for funders including on-going gathering of quantitative and qualitative information for funder reports, as and where directed to do so.**
- **Manage calls for applications where called upon to do so for both projects and recruitment.**
- **Help to maintain FVU's contacts databases.**
- **Be the first point of contact for visitors, for telephone calls, and email enquiries, responding to communications in person and in writing, as directed and manage incoming and outgoing mail and deliveries.**

- Take care of recruiting student placements, inducting them, and ensuring that they have productive tasks to undertake during their placements, liaising with the rest of the team about what tasks they would benefit from assistance with.
- Organise venue, travel, couriers, equipment and other external bookings as requested.
- Take care of environmental monitoring and reporting, ensuring FVU delivers on its environment action plan.
- Show leadership, compliance and input into workflow management systems and contribute to the on-going objective to improve and develop FVU's processes.
- Help maintain a productive and appropriate working environment.
- Other such duties commensurate with the level of this role, that may be required to ensure the smooth running of productions and the office generally.

PERSON SPECIFICATION	Essential	Desirable
<b>EXPERIENCE</b>		
Film production experience	✓	
Experience of providing reception or administrative support in a busy professional working environment	✓	
Experience of welcoming and approaching external stakeholders (such as project partners, suppliers or visitors)	✓	
Experience and success at maintaining/managing/developing archives		✓
Experience and success of working in an arts organisation		✓
Experience of writing risk assessments	✓	
Experience of working with visual artists, developing artworks / exhibitions	✓	
Experience of working in film production at some stage from pre- to post- production	✓	
Experience of budget management	✓	
Experience of drafting and issuing contracts		✓
<b>SKILLS &amp; ABILITIES</b>		
Highly organised and methodical approach to work	✓	
Able to produce clear, accurate and effective written communications	✓	
Able to plan for and meet regular, immovable deadlines	✓	
Able to predict potential needs, adjustments, and risks, and to manage plans and systems accordingly in order to accommodate such occurrences		
Excellent IT skills and experience using Apple operating systems	✓	
Good level of numeracy	✓	
Accuracy and attention to detail	✓	

<b>Able to prioritise a heavy workload effectively and realistically</b>	✓	
<b>KNOWLEDGE</b>		
<b>Understanding of Film and Video Umbrella's position as a cultural organisation</b>		✓
<b>A good working knowledge of Microsoft Office suite, including Excel</b>	✓	
<b>User-level knowledge of database software, such as Filemaker</b>		✓
<b>Working knowledge of image editing software, Photoshop</b>	✓	
<b>Working knowledge of image design software, Indesign</b>		✓
<b>Good knowledge of film editing software</b>	✓	
<b>Good knowledge of moving image technologies</b>	✓	
<b>Good knowledge of film production protocol, in both planning and on set/location</b>	✓	
<b>Knowledge of best practice for moving image archiving</b>		✓
<b>PERSONAL QUALITIES</b>		
<b>Reliable and conscientious</b>	✓	
<b>Flexible and proactive approach to change</b>	✓	
<b>Excellent problem-solving skills</b>	✓	
<b>Committed to ongoing personal professional development</b>	✓	
<b>Enthusiastic team worker</b>	✓	
<b>Sympathy with a creative team's quest to deliver high quality and groundbreaking projects</b>	✓	

#### HOW TO APPLY

Please send the following to [admin@fvu.co.uk](mailto:admin@fvu.co.uk)

-Curriculum Vitae (no more than two sides of A4, using clear type and styling)

-Covering letter or supporting statement (no more than two sides of A4)

-Completed equal opportunities monitoring form (see below)

#### EQUAL OPPORTUNITIES

We are committed to inclusion and equal opportunities in the workplace and we actively encourage applicants from all backgrounds, of different ages, genders, social and economic backgrounds, ethnicities, religions and sexual orientations, and from people with and without disabilities. You can confidentially contact Polly Wright, Team Assistant and Engagement Manager on 020 7407 7755 / [polly@fvu.co.uk](mailto:polly@fvu.co.uk) should

**you have any access requirements or need any reasonable adjustments to be made in order to apply or attend an interview.**

**Any details included in your application that may indicate a protected characteristic, including but not limited to your name, age, dates that you attended school and/or university, will be redacted from your application before it goes to the people who will assess your application, in an attempt to remove any unconscious bias when selecting the shortlist.**

**In order to address a lack of diversity within our existing team, at interview stage we will implement the 'tie-break' provision. If two or more candidates are equally qualified for the role but one has a protected characteristic that is under-represented within the team, or suffers a disadvantage because of that characteristic, where possible we will recruit the candidate with the protected characteristic.**

## Equal Opportunities Monitoring Form

We would be extremely grateful if you could respond to the following questions to help us monitor the diversity of applicants applying for vacancies at FVU. You can tick 'prefer not to say' or leave the answer space empty if you do not wish to give this information.

Monitoring forms will not be viewed during the assessment of applications. We will process the data provided here in its anonymous form to review the equality of opportunity or treatment between persons, with a view to enabling equality to be promoted and maintained, and for reporting and marketing analysis. Information will only ever be shared in its anonymous form in order to report to stakeholders, in particular Arts Council England.

Our full Privacy Policy is available on our website at [www.fvu.co.uk/privacy-policy](http://www.fvu.co.uk/privacy-policy)

Please provide us with information about yourself by circling or highlighting the answers that apply to you for each of the following questions:

### 1. How did you hear about this opportunity? (Please highlight all that apply)

- FVU website
- FVU e-bulletin
- FVU Facebook
- FVU Twitter
- FVU Instagram
- Advert (please state where you saw the advert)

- Via another organisation (Please state which)

- Via a friend or colleague

### 2. Did you attend university?

- Yes
- No
- Prefer not to say

### 3. Which age group are you within?

- 0-19
- 20-34
- 35-49
- 50-64
- 65+
- Prefer not to say

**4. Which of the following best describes how you think of your gender identity?**

- Female
- Male
- Non-Binary
- Prefer not to say

**5. Do you identify as any of the following?**

- Bisexual
- Gay man
- Gay woman
- Heterosexual
- Prefer not to say

**6. What is your religion?**

- No religion
- Christian (all denominations)
- Buddhist
- Hindu
- Jewish
- Muslim
- Sikh
- Any other religion (please specify)

**7. What is your ethnic group? (The groups listed below match those used in the 2011 Census, so that we can make comparisons with the demographics of the population.)**

- White: British
- White: Irish
- White: Gypsy or Irish Traveller
- Other White background\*
- Mixed: White and Black Caribbean
- Mixed: White and Black African

- **Mixed: White and Asian**
- **Other Mixed/multiple ethnic background\***
- **Asian or Asian British: Indian**
- **Asian or Asian British: Pakistani**
- **Asian or Asian British: Bangladeshi**
- **Asian or Asian British: Chinese**
- **Other Asian background\***
- **Black or Black British: African**
- **Black or Black British: Caribbean**
- **Other Black/African/Caribbean background\***
- **Arab**
- **Other\***
- **Prefer not to say**

\*What other?

**8. Do you identify as having one or more of these disabilities?**

- **Visual impairment/Blind**
- **Hearing impairment/Deaf**
- **Physical disabilities**
- **Cognitive or learning disabilities**
- **Mental health condition**
- **Other long-term health condition**
- **No, I do not have a disability**
- **Prefer not to say**

**9. Did you experience any significant barriers whilst submitting your application?**

**(For example, please tell us if you found the language clear and easy to comprehend, whether you would prefer to see the application requirements presented in another way, or whether you would find it helpful to apply in another way.)**

- **No**
- **Yes (please specify)**

- **Prefer not to say**

Thank you