



Communications Assistant, British Film Commission

Salary: £23,000 – £24,000 per annum (pro rata)

Fixed term contract: immediate effect until 31st March 2022 (with potential for renewal)

JOB DETAILS

The British Film Commission (BFC) is the British Government's national organisation responsible for maximising feature film and television inward investment in the UK. The BFC is the national division of Film London.

The BFC leads on encouraging and supporting the production of international feature film and high-end television in the UK; strengthening and promoting the UK's production infrastructure; and working with the UK Government to ensure film-friendly policies.

Reporting directly into the BFC Communications Co-ordinator we are looking for an enthusiastic communications assistant to work closely with our BFC teams in London and Los Angeles in this exciting and busy communications team. The Communications Assistant will be a key member of the BFC team, working across all aspects of communications, engagement, media and marketing for the BFC.

KEY RESPONSIBILITIES

- **BFC Communications strategy:** Work with the BFC Communications Co-ordinator to support the delivery and implementation of the BFC Communications strategy.
- **Digital and website:** Help with maintenance and updating of the BFC website, including supporting work to update the copy and navigation on the current website. Draft and collate copy and editorial for publication on the website and other channels as required. Support the BFC's social media activity across all platforms.

- **Media:** Help support the BFC's response to press and broadcast enquiries and other media opportunities.
- **Marketing:** support the delivery of BFC marketing materials including the delivery of content for BFC publication 'UK in Focus'. This may include clearance of images, liaison with the writer and BFC core team, and some editing and/or proofing.
- **Events:** Support and promote the delivery of BFC events, including familiarisation trips, overseas missions, working closely with UK and US offices.

General

- Attend regular BFC team meetings and conference calls.
- Undertake any other duties as may be reasonably required.

ESSENTIAL EXPERIENCE AND PERSONAL QUALITIES

- Experience of working in a busy press, marketing, public affairs or communications environment essential (in-house or agency)
- Excellent communication and interpersonal skills required, alongside the ability to work both autonomously and as part of a team.
- Strong attention to detail, analytical and organisational skills.
- Ability to prioritise and to perform to a high standard under pressure and working to tight deadlines.
- Excellent administrative and IT skills.

DESIRABLE EXPERIENCE AND PERSONAL QUALITIES

- Good knowledge of film & TV production industry.

KEY TERMS AND CONDITIONS

Place of work

The British Film Commission is the national division of Film London; its offices are at the Arts Building, Morris Place, London N4 3GJ. Regular UK travel and occasional international travel will be required. Costs for travel required by work will be reimbursed. As a result of the Covid-19 Pandemic, we are currently working from home, but access to the office is available.

Hours and workload

Time off in lieu will be possible in respect of hours worked over the standard week of 40 hours (inclusive of lunch breaks). Time off in lieu will not be allowed to accrue across leave years. Occasional work on weekends and / or evenings may be required.

Holidays

All staff will be entitled to 25 days paid holiday in addition to public and bank holidays in each leave year (April 1st to March 31st). Not more than 5 days unused holiday entitlement will be rolled into subsequent years unless at the express authorisation of the Board and no payment will be made for unused leave.

APPLYING FOR THE POST

For further details and an application form go to www.filmlondon.org.uk/vacancies. Please email completed forms to jobs@filmlondon.org.uk

Closing date for applications: 30th November 2021 at 12pm.

It is the policy of Film London to promote and integrate equality of opportunity into all aspects of its business, including its appointment of staff. We wish to ensure that Film London reflects the diversity of the communities in which it works. We welcome applications from groups currently under-represented including black, Asian and minority ethnic, and disabled people.