



Industry Support Executive - British Film Commission

Terms: Fixed Term Contract until 31st March 2025

Salary: £30,000 - 34,000

Job Details

The British Film Commission (BFC) is the 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.

The role will be a key member of the BFC team. They will co-ordinate and support the BFC's film and TV industry relationships across the UK. They will also support the co-ordination the BFC's intelligence on UK-wide skills and training, sustainability and EDI initiatives.

They will report to the UK Business & Industry Development Manager who in turn reports to the Head of Production UK.

Key Responsibilities

Business Development and Relationship Management

- Work with the Business & Industry Development Manager to ensure that the BFC has excellent knowledge of all key UK-wide film and high-end TV infrastructure including facilities, key crew and other public and commercial industry stakeholders throughout the UK's Nations and Regions.

- Manage business and industry related film and HETV project and contact intelligence tracking in BFC database.
- Work with BFC team to best utilise the database and be able to provide key data and information when needed.
- Research new businesses and services in the UK that are working with BFC production clients or have the potential to.
- Support UK Business & Industry Development Manager in identifying such contacts and establishing relationships with them.
- Provide key industry intelligence, guidance and support to UK business and services in promoting themselves to inward investment film and HETV clients.

Partnership Working with Regional & National Screen Agencies

- Act as a point of contact for national and regional screen agencies, supporting them with enquiries relating to infrastructure in their areas.
- Share BFC data and research findings with national and regional screen agency partners and relevant national and regional stakeholders where appropriate.
- Proactively engage with production infrastructure based in nations and regions, bolstering BFC intelligence on the breadth of offering.
- Support UK Business and Industry Development Manager in strategy to champion this infrastructure to BFC clients and educate them on the available offer.
- Work with national and regional partners to gather intelligence on skills shortages, training priorities and social responsibility initiatives in their areas.
- Coordinate relevant research on behalf of industry and screen agency partners where required.

Skills, Social Responsibility and Environmental Sustainability

- Work with the UK Business & Industry Development Manager to ensure the BFC has excellent knowledge of all relevant UK-wide film and high-end

TV skills initiatives as well as social responsibility and environmental sustainability partners in order to:

- Provide sign-posting and introductions as part of BFC's production support offer.
 - Support BFC clients in engaging with social responsibility and environmental sustainability partners to improve practices in the UK.
- Gather intelligence on skills shortages and training priorities from BFC clients and stakeholders to provide guidance to UK-wide Skills Clusters and training providers.

General

- Represent the BFC at key events in the UK.
- Feed in to all BFC Communications and Marketing initiatives.
- Adhere to the company's diversity and inclusion policy and procedures.
- Undertake any other duties as may be reasonably be required.
- Regular UK-wide travel will be required

Essential Experience and Personal Qualities

Essential

- Experience of working in the film and TV industry, in production or in a related role.
- Strong knowledge of the UK film and/or TV production infrastructure throughout the UK, ideally with particular knowledge of business and services based in devolved nations and regions of England outside of London and SE.
- Good knowledge and understanding of the UK and US film and high-end TV industries.
- Experience of undertaking high quality, accurate research.

- Experience working with CRM databases or similar platforms
- Excellent interpersonal and communication skills and a demonstrable ability build and maintain a business network of contacts
- Discretion in dealing with confidential and sensitive projects and information.
- Attention to detail, analytical and organisational skills.
- Ability to prioritise and to perform to a high standard under pressure and working to tight deadlines.
- Project coordination and problem solving skills, including adaptability and resilience.
- Excellent administrative and IT skills.